*<This Certification Program Plan (CPP) template is developed based on the requirement for a certification programme as per AMC 21.A.20(b). This CPP template contains general guidance and provides a basis for the Applicant to produce its own CPP template. It is not mandatory to use this template and the information that has to be provided in a CPP can be presented in any method acceptable to the Defence Aviation Safety Authority (DASA).>*

*<The template form and Italics text are examples and shall be checked if they are appropriate and changed accordingly by the Applicant.>*

*<The required information can be presented entirely in this document, or in additional documents appropriately identified and referred to.>*

*<If the section is not relevant, do not delete the section. Instead, state ‘There is no requirement for <insert the topic>’.>*

*<The content of the CPP shall be updated throughout the certification project and any changes shall be agreed with the Authority.>*

*<Reference to MDOA holder within this template also refers to Authority accepted equivalent design organisations.>*

*<Note: This CPP template satisfies the certification programme requirements as per AMC DASR 21.A.20, although simplified CPPs are permitted as per AMC DASR 21.A.97 and AMC DASR 21.A.114. The Authority should be consulted prior to commencement of CPP development to agree on the appropriate CPP approach.>*

*<Company / Unit Logo>*

Document No

*<Project Name>* Certification Program Plan

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name / Function | Date | Signature |
| Prepared |  |  |  |
|  |
| Verified |  |  |  |
|  |
| Approved | Head of Airworthiness <when an MDOA is the Applicant>  Project Engineering Manager <when a PO/SPO is the Applicant> | | |
| Approved | For and on behalf of the Defence Aviation Safety Authority: | | |

Amendment Record

|  |  |  |
| --- | --- | --- |
| Issue | Amendment Description | Date |
| 1.0 | Initial Issue |  |
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# Introduction

*<This section should contain general information about the certification project (e.g. aim, strategy, timeline), the Applicant, responsible Defence Project Office (PO) / System Program Office (SPO), prime design organisations, model designation, etc.>*

## Certification Project Description

*<If relevant, provide a high level overview of the certification project including aim, strategy and broad timeline. Identify the Defence PO / SPO responsible for project management.>*

## Applicant Details

*<Identify the organisation / unit acting as the Applicant and provide contact details. Identify if the applicant organisation / unit is a Military Design Organisation Approval (MDOA) holder or Authority accepted equivalent. Identify why a CPP is being established; for a Military Type Certificate (MTC) / Military Restricted Type Certificate (MRTC) or a Major Change to Type Design (resulting in either an MTC amendment or issue of a Military Supplemental Type Certificate (MSTC)).>*

*<Who is the applicant?*

*The applicant for an MTC / MRTC will usually be a Defence PO, while the applicant for a Major Change to Type Design may either be a Defence PO/SPO or MDOA holder (including commercial organisation). Depending on the particular arrangement, the CPP may be submitted as follows:*

*If the Applicant is an MDOA holder, then the MDOA holder will submit the CPP.*

*If the Applicant is a Defence PO and the design organisation is an MDOA holder, then it would normally be appropriate for the CPP to be developed by the MDOA holder and submitted to the Authority after contractual review by the Defence PO.*

*If the design organisation does not hold MDOA and there are no contractual mechanisms to apply MDOA holder obligations (e.g. United States Foreign Military Sale or Government to Government acquisition), then a Defence PO (as the Applicant) will develop and submit the CPP.>*

*<There may be other niche arrangements that do not neatly fall into the above three categories (e.g. Managing Contractor arrangement), in which case the Applicant role and CPP submission would be negotiated with the Authority.>*

*<If relevant, describe arrangements established between the Defence PO/SPO and prime design agencies/contractors.>*

## Points of Contact

*<Each organisation involved with the certification project should nominate a Point of Contact to enable communication between the various organisations using a method similar to the table below>*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Role** | **POC Name** | **POC Position** | **POC Phone** |
| *<ABC Inc.>* | *<Applicant / MDOA Holder>* |  | *<Head of Design / Certification Verification Engineer>* |  |
| *<XYZ SPO / AIR1234 PO>* | *<Applicant / Project DoSA>* |  | *<Project Engineering Manager>* |  |
| *<DASA>* | *<Authority / Project Certification Manager>* |  | *<Project Certification Manager>* |  |

# Certification Project Description

*<This section should contain a description of the certification project. It should cover the aircraft, design and manufacturing processes as well as resources used by the MDOA holder.* *Any unconventional feature or technology where limited or no experience is available from former certification projects should be highlighted.>*

## Certification Project History

*<If relevant, briefly describe the history of the certification project and experience with proof of concept prototypes or similar models. Provide details of relevant prior aircraft and/or engine/propeller certification issued by another National Aviation Authority (NAA) / National Military Aviation Authority (NMAA). Preference would be for an Authority recognised NAA/NMAA per AMC DASR 21.A.20.>*

## Certification Project Definition

*<Provide a description of the aircraft configuration and information about performance and limitations as well as systems and equipment. Provide information about any unconventional / novel design features.>*

## Design Organisation Resources

*<Provide a description of design organisation resources used for the certification project. Compliance Verification Engineer (CVE) information contained in the applicant’s Design Organisation Exposition (DOE) does not need to be repeated here.>*

*<Note that the previous paragraphs have focused solely on MDOA holders, not other design organisations that have been accepted by the Authority as being equivalent to an MDOA holder. In the latter case, the Authority would have specifically evaluated these same issues before accepting their equivalence. Consequently, a reference to a DOE equivalent document describing design organisation resources should suffice.>*

## Design Subcontractors

*<List all design subcontractors involved in the certification project with detailed description of their tasks and responsibilities. If the DOE or an equivalent document contains this information then a reference to the relevant part of the DOE or an equivalent document should suffice. Every external source for data used for Compliance Demonstration is a design subcontractor. For example suppliers for:*

* *Components of the aircraft also delivering design data used for Compliance Demonstration*
* *Structural tests (components, specimen, flammability, etc.)*
* *Flight testing*
* *Ground vibration test and/or flutter analysis*
* *External CVEs, test pilots>*

## Technologies and Process Description

*<Provide a detailed description of any unconventional technology or design process not part of MDOA holder procedures. For example:*

* *New verification of analysis or software tools*
* *Composite manufacturing process*
* *New Finite Element Modelling tool>*

# Type Certification Basis

*<This section should describe the Type Certification Basis (TCB) (including a brief description of its development) applicable to the certification project. The TCB consists of an applicable Primary Certification Code (PCC) and all Authority approved Military Certification Review Items (MCRIs) documenting; exemptions, special conditions, elect to comply items and equivalent safety findings.>*

*<An MCRI by definition is a document recording Deviations/Exemptions, Special Conditions, new Means of Compliance (MoC) or any other certification issue which requires clarification and interpretation, or represents a major technical or administrative issue. All MCRIs require approval from the Authority.>*

*< In addition, where an equivalent level of safety cannot be demonstrated, an Airworthiness Issue Paper (AwIP) is required to document Command’s determination that the alternative design requirement has eliminated or otherwise minimised the risk So Far As is Reasonably Practicable when contextualised for the aircraft’s role and operating environment, and the basis on which this determination is made. The MCRI will be approved if the Authority concludes the proposed tailoring represented by the MCRI and the subsequent Command determination represents good judgement or sense in the aircraft’s ADF operational context.>*

## TCB Establishment

*<Provide a description of the process and activities undertaken to establish the TCB. Describe how a Statement of Operating Intent and Usage has been used as an input to establish the TCB. If the certification programme will exploit the use of other NAA/NMAA certification to demonstrate compliance, describe how a Configuration, Role and Environment (CRE) delta assessment has been used as an input to establish the TCB. Include the CRE delta assessment as an enclosure to the CPP.>*

## Overall Basis of Certification

*<Provide a description of the applicable PCC. A PCC is an airworthiness code that has been prescribed by an NAA/NMAA and is recognised by the Authority as providing a sound foundation for the safe design of Defence aircraft. The applicable PCC is a default airworthiness code for all aircraft systems and sub-systems. Details of Authority approved PCCs are contained in Australian Air Publication 7001.054 - electronic Airworthiness Design Requirements Manual (eADRM).>*

*<The PCC will be supplemented by additional design requirements as defined in the eADRM as applicable to the certification project. Supplementation of the PCC will be documented using an MCRI which will be used by the Applicant and the Authority to negotiate additional airworthiness requirements and ultimately result in an agreed TCB. Such an MCRI will be non-enduring and will be closed upon TCB agreement.>*

*<Because MCRIs form part of the TCB, any expected MCRIs, changes to MCRIs and final MCRIs should be communicated to the Authority. Potential MCRIs should be identified in the initial CPP. The Authority correspondence for approval of the CPP will state if the MCRIs are approved or are excluded from the approval. Once the MCRI is finalised, the MCRI should be submitted to the Authority for approval separate to the final application for approval. MCRIs must be approved prior to signing the Declaration of Compliance on the associated Application for Approval of Major Change or Major Repair Design Form.>*

*<Supplementary design requirements are to be identified within this section of the CPP in addition to the Compliance Checklist (Annex A).>*

## Exception MCRIs

*<List all MCRIs documenting exceptions from the PCC. An Exception MCRI is used to detail elements of the design that are certified to alternative, or tailored,agreed standards or codes. Briefly describe likely MCRIs if it is too early to be more specific. Exception MCRIs require an associated Airworthiness Issue Paper (AwIP). State the status of associated AwIPs.>*

## Special Condition MCRIs

*<List all MCRIs documenting Special Conditions. A Special Condition MCRI is used to detail elements of the design for which a bespoke certification specification/requirement/standard has been developed. Include proposed MCRIs.>*

## Elect to Comply MCRIs

*<List all MCRIs documenting Elect to Comply Items. An Elect to Comply MCRI is used where a later version of the PCC or alternative standard used elsewhere has been used for certification with agreement of the Authority. Include proposed MCRIs.>*

## Equivalent Safety Findings MCRIs

*<List all MCRIs documenting Equivalent Safety Findings. An Equivalent Safety Finding MCRI is used where it is not possible to certify against an accepted standard, and agreement has been reached to provide a safety argument to demonstrate that an equivalent level of safety has been achieved. Include proposed MCRIs.>*

## Interpretive Material/Means of Compliance/Acceptable Means of Compliance MCRIs

*<List all MCRIs related to Interpretive Material/Means of Compliance/Acceptable Means of Compliance (IM/MOC/AMC). An IM/MOC/AMC is used where the applicant wants to use an extant IM/MOC/AMC, but only in parts or with some basic changes to the content, or if there was a discussion about the application of such documents which needs to be recorded. Include proposed MCRIs.>*

## Compliance Checklist

*<Annex A should be allocated to a Compliance Checklist (CCL) which is a full tabulation of all the requirements included in the TCB. The requirements should be grouped in accordance with the technical disciplines defined in the European Military Airworthiness Certification Criteria (EMACC) and show how sections 3.2 to 3.7 above cover all relevant parts of the EMACC.*

*The CCL shall also record the MoC (refer section 4.1) and the use of prior certification by other NAA/NMAAs (refer section 4.1) for each requirement.>*

*<Once the TCB (and CCL) have been agreed upon, the CCL is then used by the Applicant to log its Compliance Demonstration activities.>*

# Certification Process

*<This section should describe the MoC, equipment qualification and certification project schedule. Design organisation processes for CCL, Declaration of Compliance, approval of Flight Conditions, production control, configuration control, compliance documents management and Master Document List (MDL) can either be described in this section or in a DOE/equivalent document appropriately identified and referred to.>*

## Means of Compliance

*<Describe the means by which compliance will be shown. This information is to be included in the CCL at Annex A. The following MoC codes should be used (per AMC DASR 21.A.20):>*

|  |  |  |
| --- | --- | --- |
| ***Type of Compliance*** | ***Means of Compliance*** | ***Associated Compliance Documents*** |
| *Engineering evaluation* | *MC0:*  *- Compliance statement*  *- Reference to Type Design documents*  *- Election of methods, factors, etc.*  *- Definitions* | *Type Design documents*  *Recorded statements* |
|  | *MC1: Design review* | *Descriptions*  *Drawings* |
|  | *MC2: Calculation/ Analysis* | *Substantiation reports* |
|  | *MC3: Safety assessment* | *Safety analysis* |
| *Tests* | *MC4: Laboratory tests* | *Test programmes* |
|  | *MC5: Ground tests on related product* | *Test reports*  *Test interpretations* |
|  | *MC6: Flight tests* |  |
|  | *MC8: Simulation* |  |
| *Inspection* | *MC7: Design inspection/ audit* | *Inspection or audit reports* |
| *Equipment qualification* | *MC9: Equipment qualification* | *Equipment qualification is a process which may include all previous means of compliance.* |

*<Document (within the CCL) which TCB requirements will exploit prior NAA/NMAA certifications.>*

*<Where Defence is procuring off-the-shelf aircraft or equipment, the applicant may seek relief from the need to provide Compliance Demonstration evidence to the Authority (as permitted by DASR 21.A.20). The applicant may claim that requisite inspections / analyses / tests (as required by DASR 21.A.33) have already been performed, as evidenced by an extant certification by a recognised NAA/NMAA. The Authority may grant part or full relief against the requirement to present evidence to the Authority for inspection provided:*

* *Defence fully understands the certification requirements employed by the NAA/NMAA*
* *the context is appropriate for the Defence CRE*
* *the NAA/NMAA has disclosed all safety risk treatment decisions.*

*<Describe arrangements in place to assess the above three criteria.>*

*<Certifications that were granted sometime prior to the Defence certification project can be problematic, particularly if they are from NAA/NMAAs that haven’t been recognised by the Authority. Current day assessments may not be reflective of the NAA/NMAA at the time of the certification and hence present limited value to the Compliance Demonstration process. Discuss these issues and document an approach acceptable to the Authority.>*

*<The prior certification provided by the NAA/NMAA may not always be entirely applicable for the Defence TCB. There are a number of reasons why this would be the case:*

* *the prior NAA/NMAA certification cannot be shown to apply for all standards specified in the Defence TCB*
* *differences are identified in the CRE delta assessment that compares the CRE assumed by the NAA/NMAA and that of Defence*
* *NAA/NMAA risk treatments require further deliberations in a Defence So Far As Reasonably Practicable framework.>*

*<Document all known issues, along with an agreed approach for treating them. Possible treatments include:*

* *investigating if relevant additional evidence exists and obtaining that additional evidence from the design organisation*
* *development of additional evidence*
* *a change to the design (either the configuration or ICA)*
* *raising an MCRI to revise the TCB.>*

*<If applicable, describe arrangements in place to engage a recognised and suitable NAA/NMAA to inspect Compliance Demonstration evidence for a new design on the Authority’s behalf.>*

## Equipment qualification

*<Part of the Type Definition is a list of installed equipment including reference to specifications, declaration of design and performance or AUSMTSO approvals if applicable. It will clearly identify if the equipment will be certified as part of the aircraft or has obtained/obtaining separate AUSMTSO/ETSO/FAA TSO or equivalent authorisation. The AUSMTSO Authorisation is the recognition by DASA that the equipment meets predefined qualification and performance criteria. AUSMTSO Approval of the equipment will be treated as a separate process.*

*For equipment to be certified as part of the Product, the Applicant for the MTC/MSTC is responsible for the approval of the equipment as part of the aircraft and its installation. An acceptable means of providing compliance data in support of the equipment and its installation is to show that the equipment meets the appropriate AUSMTSO standard.*

*The Equipment List should also contain information if the equipment is optional and if there any conditions or limitations for installations (e.g. tow hook not compatible with propeller xyz).>*

## Compliance Checklist (CCL)

*<Note: This section is only required if no equivalent approved MDOA holder procedure is available and can be deleted or reduced to cover missing or deviating information.>*

*<Describe a process to establish, develop and maintain the CCL. Based on the agreed MoC list, a CCL should be maintained by the Applicant to log the certification process and finally track the closure of the Compliance Demonstration of all TCB requirements.>*

## Final Declaration of Compliance

*<Note: This section is only required if no equivalent approved MDOA holder procedure is available and can be deleted or reduced to cover missing or deviating information.>*

*<Describe a process to develop and issue a final Declaration of Compliance as required by DASR 21.A.20(d) or 21.A.97(a)3. After completion of the Compliance Demonstration, the MDOA holder shall declare that it has demonstrated compliance with the applicable TCB.>*

*<Note that should Authority inspection of Compliance Demonstration evidence be required, a Declaration of Compliance cannot be made until completion of the Authority inspection.>*

## Control of Production and Configuration

*<Note: This section is only required if no equivalent approved MDOA holder procedure is available and can be deleted or reduced to cover missing or deviating information.>*

*<If relevant, describe arrangements in place for the production of test specimen, prototypes and test equipment. The production of test specimen, prototypes and test equipment has to be done under the responsibility of the MDOA holder. It is recommended to have an arrangement with a Military Production Organisation Approval holder (or Authority accepted equivalent).>*

*<Describe arrangements in place to asses all production deviations. All production deviations have to be assessed by the MDOA holder and in case of potential effect on Compliance Demonstration or safety has to be accepted by the Authority.>*

## Compliance Documentation

*<Note: This section is only required if no equivalent approved MDOA holder is available and can be deleted or reduced to cover missing or deviating information.>*

*<Provide a description of the document management system; compliance documents must be created in such way that:*

* *the types of documents and the technical objectives for each document are determined at the beginning of the process*
* *the production of the documents is carefully managed for the entirety of the project, in accordance with the milestones defined in the CPP*
* *the various issues of a document are controlled.>*

*<A numbering system to identify the compliance documents must be defined in order to have an adequate link with the certification programme.>*

*<If any compliance documents are not available to the Authority for inspection (due to various reasons such as ITAR, contractual or commercial restrictions), this section is to identify such documents and detail potential solutions to allow inspections to occur.>*

*<Except as otherwise agreed with the Authority, all compliance documents must be produced before issuance of the final Declaration of Compliance.>*

*<For a complex TCB requirement, a compliance summary document may be developed containing:*

* *the full text of the requirement*
* *a summary of all essential steps necessary to demonstrate compliance including reference to specific pages / chapters where the full information can be found*
* *a statement confirming compliance with that requirement*
* *signature(s) from the Design Engineer(s) who produced the document*
* *a signature from one CVE for the technical discipline for the verification of the Compliance Demonstration.>*

## Master Document List (MDL)

*<Note: This section is only required if no equivalent approved MDOA holder procedure is available and can be deleted or reduced to cover missing or deviating information.>*

*<Describe a process to develop an MDL. An MDL should provide reference to all documents used to demonstrate compliance and include all documents listed in the CCL. The MDL should also reference all documents used to define the Type Design.>*

*<The MDL shall be included as an annex to the CPP>*

## Certification Schedule

*<The Authority needs information to plan the certification project and ensure that adequate resources are available. Provide a schedule for the certification project identifying dates of major milestones; when data and test plan submittal will be made; when test article conformity inspections, installation, and testing are required; and when the project will be completed. The following is a preliminary list of major milestones applicable to a certification project:*

* *Familiarisation meeting*
* *Initial submission of CPP*
* *Agreement on TCB*
* *Agreement on CPP*
* *Structural Test Plan*
* *Flight Test Plan*
* *Production of prototype, test specimen*
* *Major ground test*
* *Major structural test*
* *Major compliance data packages*
* *Application for approval of Flight Conditions*
* *Application for approval of Military Permit To Fly*
* *Maiden flight*
* *Flight Test*
* *Final data package*
* *Declaration of Compliance*
* *Authority approval>*

# DASA Level of Involvement

*<This section shall describe the Authority’s Level of Involvement (LoI) for a certification project. Rationale for the initial LoI and any changes thereafter shall be documented in this section. It should be noted that the Applicant can initially propose an Authority LoI. However, this section will likely require consultation with the Authority during CPP development.>*

*<This section is used to describe the Authority’s LoI which is to record all of the technical disciplines applicable to the certification project, the LoI for each discipline and the associated Authority inspection activities (this information is not to be recorded in the CCL).>*

*<If the Authority requires CVE information for Level of Involvement (LoI) determination, supporting documentation regarding the selection of a CVE (i.e. Curriculum Vitae) may be requested to be provided separately from the CPP).>*

## Initial DASA Level of Involvement

*<The Applicant and/or a Delegate of the Safety Authority (DoSA) may propose rationale for the initial Authority LoI using a risk based process that takes the following into account at a minimum:*

* *novel or unusual features of the certification project, including operational, organisational and knowledge management aspects*
* *criticality of the design or technology and the related safety risks, including those identified on similar designs*
* *performance and experience of the MDOA holder in the technical disciplines concerned*
* *level of data access available to Defence for inspection purposes.>*

*<The Authority LoI proposed by the Applicant is to simply detail the technical discipline and the associated recommended LoI. There is no requirement to provide background or justification information.>*

*<The Authority will apply a risk-based approach to determining its LoI in inspecting Compliance Demonstration evidence. The DASA certification process is based on the EASA principles of assurance of compliance of the certified product with the applicable requirements. The Authority is presented with Compliance Demonstration evidence and the Authority inspects that evidence on a non-exhaustive basis. A risk-based approach to inspection of Compliance Demonstration evidence is therefore required to treat the risks linked to the non-exhaustiveness of the process.>*

*<The concept of Authority LoI in the Compliance Demonstration process will help to identify, using defined criteria, the technical disciplines (e.g. software, structures, propulsion, system safety) where a possible non-compliance may pose a higher risk to product safety than other areas and, therefore, deserve more thorough inspection by the Authority. The LoI concept will help the Authority to determine the LoI (including that of any delegates) in each technical discipline of a certification project.>*

*<The LoI process will also determine the depth of involvement, which can include some or all of the following inspection activities:*

* *a review of Compliance Statements (or equivalent) provided by the MDOA holder*
* *engineering evaluation of design and compliance documents (type design definition documents, calculations / analyses, safety assessments, manuals, test plans (laboratory / ground / flight) and test reports, inspection reports / records etc.)*
* *a review and engineering evaluation of the MDOA holder’s test article conformity documents, including an evaluation of non-conformances of test articles / specimens*
* *witnessing or participating in the MDOA holder’s tests or inspections*
* *the Authority’s performing its own inspections / tests, including flight tests.>*

## Authority Level of Involvement Changes

*<This section is only applicable to the Authority and will be populated as necessary>*

*<Document the rationale for key Authority LoI changes. The LoI can be revised whenever the Authority obtains new information that appreciably changes the previously determined safety risk. The LoI may be elevated by the Authority:*

* *if specific design difficulties, complexities or issues are encountered by the design organisation and reported during the Compliance Demonstration process*
* *such a difficulty or issue is identified by the Authority or the DoSA during the Compliance Demonstration process*
* *a design issue is reported from another NAA/NMAA or other credible source, suggesting that a potentially unsafe condition may exist or an issue has been identified on an in-service product of a similar design.>*

*<The LoI may be lowered, e.g. if the MDOA holder has been presenting Compliance Demonstration evidence that demonstrates a higher than initially assumed level of competence for a particular technical discipline.>*

# List of Annexes

## A Compliance Checklist

## B Master Document List

# List of Enclosures

## 1 CRE Delta Assessment (if applicable)