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	In accordance with Commission Regulation (EU) 965/2012	
	Revision: 00	Date of amendment: 26.05.2021.
	Flight Operations Unit	03-200-AP

For Civil Aviation Authority use only


Operator: .....

Responsible person: .....

Filing reference: .....

Date: .....


<b>SECTION I.</b>
<b>Applicant details</b>
Name of the operator: Principal place of business: Phone: E-mail: Address for correspondence (if different from above):
<b>Authorised representative</b>
Name (surname, forename): Position: Phone: E-mail:

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## SECTION II.

### OPERATIONS MANUAL – EFB MANUAL MATRIX


Requirement	Regulatory Reference	Operator's Reference in Ops Manual or EFB Policy and Procedures Manual
Has an EMI assessment of the EFB been undertaken, and using which method?	AMC1 CAT.GEN.MPA.140	
Is the EFB hardware Installed or Portable?	AMC1 CAT.GEN.MPA.141(a)	
Is the EFB able to be easily removed from its mount or stowage?		
Are any EFB 'anti-theft' devices removed before flight?		
Does the EFB have a suitable Mount or Viewable Stowage? If not have procedures been developed to ensure that it is stowed during critical phases of flight?		
Does the placement of the EFB device impair the crew's external view or access to instruments? Would it impede emergency egress?		
Is the display within 90 degrees of the crew member's line of sight, and would glare or reflection interfere with the pilot?		
If aircraft power is used, are the characteristics compatible with the EFB?		
Does the EFB have data connectivity to the aircraft; if so, how is transfer of data controlled?		

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Are all connecting cables/power adaptors approved by the EFB manufacturer and placed so as not to cause obstruction?		
Does the EFB battery, and any additional battery power sources, meet the requirements of AMC1 CAT.GEN.MPA.140 paragraph (f)?		
If a viewable stowage is used has its location been documented as part of the EFB policy?		
Does the viewable stowage and associated mechanisms impede the flight crew members in the performance of any task?		
Is the viewable stowage easily locked in position?		
Does the viewable stowage's range of movement accommodate the expected range of anthropometric constraints?		
Will the viewable stowage be able to withstand all foreseeable conditions such as turbulence or hard landings		
With the viewable stowage fitted is there any interference with aircraft controls or equipment?		
Can the EFB device be switched off when held by the viewable stowage?		
Can the viewable stowage be removed from the aircraft without the use of tools?	AMC1 CAT.GEN.MPA.141(a)	
Have procedures been put in place to ensure that the means of securing the viewable stowage		

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remain within acceptable limits, and who will be responsible for conducting these serviceability checks?		
If the viewable stowage uses a suction cup type attachment, how was it demonstrated that they will function following a rapid decompression?		
How has it been demonstrated that following detachment of a viewable stowage it will not jam the flight controls, injure the crew or cause damage? (See GM1 CAT.GEN.MPA.141(a))		
Have all applications to be used on the EFB been classified (Type A or Type B) and detailed in the Policy and Procedures Manual and listed in the OM Part A Section 8.9?	AMC1, AMC2, AMC3 CAT.GEN.MPA.141(b)	
Has a risk assessment been undertaken, and submitted, incorporating all the elements required by AMC1 SPA.EFB.100(b)(1)?	SPA.EFB.100 (b)(1)	
Have the Human Machine Interfaces (HMI) of the EFB device and its applications been assessed against human factors principles as detailed in AMC1 SPA.EFB.100 (b)(2)?	SPA.EFB.100 (b)(2)	
Does the placement of the EFB create unacceptable workload for the pilot or require undue 'head-down' movements during critical stages of flight?	AMC1 SPA.EFB.100 (b)	
Has the degradation of the display due to ageing/abrasion been considered?		

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Can the screen brightness be adjusted through a range to suit all ambient conditions?		
Are all required EFB buttons suitably back-lit?		
Are all controls properly labelled?		
Is there an independent power source for multiple EFBs?		
Has the EFB undergone environmental testing, especially for rapid decompression in accordance with EUROCAE ED-14D/RTCA DO-160D guidelines?		
Does the EFB Policy and Procedures Manual contain a process to determine which modifications to the EFB system require Authority approval?	AMC2 SPA.EFB.100 (b)	
Have the details of the Operational Evaluation Test been confirmed and a plan submitted to the Authority? AMC3 SPA.EFB.100 (b)?	AMC3 SPA.EFB.100 (b)	
Will paper-backups be used during the Evaluation Test? If not have arrangements for a LOFT, and possible flight, observations been arranged		
When the Final Operational Report is issued, will it conform to the requirements of, and follow the format shown in GM1 SPA.EFB.100(b)?		
Has an EFB Administrator been appointed, and where are his/her terms of reference defined?	AMC1 SPA.EFB.100 (b)(3)	

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Requirement	Regulatory Reference	Operator's Reference in Ops Manual or EFB Policy and Procedures Manual
Has an EFB Policy and Procedures Manual been produced? Is this a stand-alone document or incorporated into other sections of the Operations Manual??	AMC2 SPA.EFB.100(b)(3)	
Does the EFB Policy and Procedures Manual follow the format shown in GM1 SPA.EFB.100(b)(3)? If not, how will the operator demonstrate that all required sections have been adequately addressed?		
If the EFB duplicates information provided by aircraft avionics, is clear guidance as to which has primacy stated?	AMC3 SPA.EFB.100 (b)(3)	
Has a procedure been developed to ensure that crew verify that the configuration of the EFB and its databases are up to date? AMC3 SPA.EFB.100 (b)(3)	AMC3 SPA.EFB.100 (b)(3)	
Have procedures been developed to ensure that crew workload is not adversely affected by use of the EFB, and list any times when the EFB should not be used?		
Have procedures been included to ensure the serviceability of the EFB before flight?		
Does the Operations Manual, or MEL, provide dispatch guidance for unserviceable elements of the EFB?		
Have maintenance procedures for the EFB been developed that include routine maintenance, as well as dealing with failures? Are these		


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procedures written into the maintenance programme?		
Is there a programme to periodically check, and replace, EFB batteries?		
How are EFB failures reported and how are crew notified of any unserviceability?		
How does the operator ensure the security of the EFB and its data? (Guidance given in GM3 SPA.EFB.100(b)(3)		
If electronic signatures are to be used, what procedures has the operator put in place?		
Has initial training on the EFB and its applications been conducted in accordance with the AMC and GM2 SPA.EFB.100(b)(3)? AMC4 SPA.EFB.100(b)(3)	AMC4 SPA.EFB.100(b)(3)	
Is EFB operation/training included in recurrent training packages?		
If SOPs are dependent on the use of EFB, do all training devices used allow the use of the EFB?		
If performance or mass and balance (M&B) applications are used, what is the source material for the information used by the software? AMC5 SPA.EFB.100(b)(3)	AMC5 SPA.EFB.100(b)(3)	
How is the integrity of the database files protected from unintentional modifications?		
Does each software version have a unique		


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version number?		
Does the EFB record each performance and M&B calculation for a minimum of 3 month?		
Have performance and M&B data figures been compared to AFM data across a range of conditions? (See paragraph (b) for criteria)		
Do procedures specify that calculations must be performed independently by both pilots with a formal cross check, including aircraft output if appropriate, and include a gross error check?		
How does the performance application allow the display of both dispatch (regulatory, factored) and other results (e.g. in-flight or unfactored) for landing calculations?		
Have specific procedures been developed in the event of a single EFB failure?		
How have the additional training requirements of paragraph (d) been addressed?		
How does the M&B application meet the requirement to show a diagram displaying mass and CG positions?		
How have the Human-factors considerations of paragraph (f) been addressed?		
How does the presentation of user entries differ from that of default values or entries from aircraft systems/other components of the EFB?		




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What indication is shown when an unachievable operation is calculated (e.g. insufficient runway length)?		
Are all data input fields automatically cleared when the EFB shuts down or enters sleep mode, or when modifications are made?		
If an Airport Moving Map Display (AMMD) is used, does the position source meet the requirements of ETSO-C165a? AMC6 SPA.EFB.100(b)(3)	AMC6 SPA.EFB.100(b)(3)	
How has it been demonstrated that the EFB platform meets the software requirements of the AMMD?		
Have specific AMMD crew procedures and training been developed highlighting that it is only an aid to positional awareness and not to be used as the basis for ground manoeuvring?		
If a commercial off-the-shelf (COTS) position source has been used, how have the requirements of AMC 7 been met? (Further guidance given in GM5 SPA.EFB.100(b)(3) )	AMC7 SPA.EFB.100(b)(3)	
Do navigational chart applications display all necessary information in an appropriate form?	AMC8 SPA.EFB.100(b)(3)	
If In-Flight Weather (IFW) applications are used, do procedures dictate the primacy of documented weather data and that they are not to be used for tactical decisions or to replace certified weather radar?	AMC9 SPA.EFB.100(b)(3)	

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Does the IFW display distinguish between observed and forecast weather?		
Is the validity time of the data displayed?		
Does the IFW display have an appropriate legend?		
Does the IFW display indicate partial or total loss of data?		
What additional training and SOPs have been developed specific to the use of IFW?		
If own-ship position is to be displayed, does the aircraft also have a certified navigational moving map display? (Mandatory except on VFR flights)	AMC10 SPA.EFB.100(b)(3)	
Does the position source for own-ship display meet the requirements of AMC7 SPA.EFB.100(b)(3)?		
Is the own-ship position removed when position data is lost?		
Are the flight crew able to unambiguously differentiate the EFB function from avionics functions available in the cockpit, and in particular with the navigation display.		
If the own-ship position is displayed on terminal charts (SID, STAR or approach plates) is the label 'AIRCRAFT POSITION NOT TO BE USED FOR NAVIGATION' displayed?		

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Is the EFB own-ship symbol different from that used in the aircraft's primary navigation display.		
How is map orientation displayed (e.g. North-up or track-up), and how is this indicated?		
Apart from day-VFR with visual references, is information on track/ETA/Altitude/coordinates/speed removed?		
How do crew disable the own-ship position indication?		
Does EFB training emphasise that EFB own-ship position should not be used as a primary source of navigation?		
Do procedures specify the intended use of the own-ship position?		
Do procedures include EFB into the regular scan of flight deck systems indications, in particular, systematic cross-check with avionics before being used, whatever the position source?		
Have procedures been developed for the case of identification of a discrepancy between the EFB and Avionics?		
Does the OM Part A Section 8.9 include the details of the EFB procedures/hardware/software? AMC3 ORO.MLR.100		

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Matrix filled by:	
Name:	Tel.:
Job title:	Date:

<b>SECTION III.</b>
<b>Submission instructions</b>
When you have completed this form, please send it, with attachments as listed below, to: ITM Légügyi Hivatal Üzembentartási Osztály 1440 Budapest, Pf. 1. E-mail: <a href="mailto:caa@itm.gov.hu">caa@itm.gov.hu</a>

<b>Required attachments:</b>
1. Manual containing EFB policy and procedures (Operations Manual or EFB Manual) 2. Proof of payment of the applicable fee 3. Risk assessment report