SURVEY REPORT AND RECOMMENDATION FOR CERTIFICATE OF AIRWORTHINESS

Issue ☐ **Renewal** ☐ **Export** ☐

The data shall be completed by the operator's Contracted Continued Airworthiness Management Organisation.

Where specified***** attach and make reference to supporting documentation

GENERAL SECTION		
1	Aircraft Registration Fireproof plate fitted & compliant with OTAR Part 47?	VP – Yes ☐ No ☐
2 *See notes*	Aircraft operational Category	Commercial Air Transport ☐ Private ☐
	Aircraft certification Specification *(Refer to Type Certificate data sheet)*	e.g. CS 25 Large Aeroplane /FAR 23 Normal Category etc
3 *See notes*	Aircraft Type/Designation per TCDS and Type Acceptance Certificate Reference	Aircraft Type: TCDS Reference No. TAC Reference No.
4	Aircraft Serial No: Data plate and records match?	 Yes ☐ No ☐
5 *See notes*	Year of Manufacture	
6 *See notes*	Original Export Certificate of Airworthiness available from last state of registry? Provide details of any Derogations/waivers/exemptions:	Yes ☐ No ☐ N/a ☐
7	Contracted line & base maintenance organisations holding valid OTAR Part 145 approvals / authorisations	OTAR Part 145 Approval No/s.
8	Registered owners Technical coordinator or AOC nominated post holder OTAR Part 39 Approval Number.	OTAR Part 39 Approval No.

9 *See notes*	Aircraft total flight hours/cycles	Total Flight hours: Date: Total Cycles: Date:
		OTAA use only Hours since last C of A: Date: (*last C of A visit date, or last validity date whichever is earlier)* Cycles since last C of A: Date: (*last C of A visit date, or last validity date whichever is earlier)*
10 *See notes*	Last Weight & Balance report (Within 5 years OTAR 39.81)	Date: Max Takeoff Weight: Report reference:
FLIGHT MANUAL		
11	Manufacturers Flight Manual reference & revision status	Reference No. Revision number: Date: Latest revision? Yes ☐ No ☐
MAINTENANCE		
12	Airframe/Engine/Propeller logbooks up to date?	Yes ☐ No ☐
13 *See notes*	Approved Maintenance Programme	OTAA Approval No. Date: Revision No. Operators reference No.
14 *See notes*	OTAA agreed bridging check carried out (*C of A issue only)*	Reference: Yes ☐ No ☐ N/a ☐
15	Is the aircraft annual utilisation in accordance with the approved Maintenance Programme?	Yes ☐ No ☐
16	Engine/s Manufacturer/s & Model Number/s	Manufacturer/s: Model number/s:
17	Engine Type Certificate Data Sheet reference No.	
18	Engine serial Numbers installed	LH:
		RH:

19	Engine serial numbers match logbook records	Yes ☐ No ☐
20	Engine manufacturers TBO and life limits in accordance with Maintenance Programme	Yes ☐ No ☐ AMP TBO:
21 *See notes*	Engine Time since new/cycles since new; Or Time since overhaul/cycles since overhaul *(as applicable).*	LH: TSN: CSN: Date of manufacture: TSO: CSO: Date of overhaul:
		RH: TSN: CSN: Date of manufacture: TSO: CSO: Date of overhaul:
22	Propeller/s Manufacturer/s & Model Number/s	Manufacturer/s: Model number:
23	Propeller Type certificate data sheet reference No.	
24	Propeller serial numbers installed	LH:
		RH:
25	Propeller serial numbers match logbook records	Yes ☐ No ☐
26	Propeller manufacturers TBO and life limits in accordance with Maintenance Programme	Yes ☐ No ☐ AMP TBO:
27 *See notes*	Propeller hours Installation date Manufacture or Overhaul date	Hours LH: Installation date: Manufacture/overhaul date:
		Hours RH: Installation date: Manufacture/overhaul date:
28	APU Model Type and serial number.	Model Type: N/a ☐ Serial No.
29 *See notes*	Life limited parts within Manufacturers limits?	Yes ☐ No ☐

30	Is a life limited parts list attached to this application	Yes ☐ No ☐
31	Assigned Mode S code installed Octal reference No.	Yes ☐ No ☐ N/a ☐
32	ELT 406 MHz installed 15 Hex identification No.	Yes ☐ No ☐
TYPE CERTIFICATION		
33 *See notes*	Are the Airworthiness Directives in compliance with OTAR 39.67?	Yes ☐ No ☐
34	Is the AD Status list attached to this application? Applicable AD's	Yes ☐ No ☐ EASA ☐ FAA ☐ TCCA ☐ Other's as applicable:
DOCUMENTS TO BE CARRIED (OTAR 121, 125, 135)		
35	Current certificate of Registration	Yes ☐ No ☐ Ref No.
36	Current certificate of Airworthiness	Yes ☐ No ☐ Ref No.
37	Noise Certificate	Yes ☐ No ☐ Ref No.
38	Radio license	Yes ☐ No ☐ Ref No.
39	Compass correction card fitted	Yes ☐ No ☐ Date of last swing:
EQUIPMENT & PLACARDS		
40	First Aid kits fitted & in date	Yes ☐ No ☐ Date: Comments:
41	Sufficient life jackets fitted & in date	Yes ☐ No ☐ Date: Comments:
42	Mandatory placards installed as per the Flight Manual	Yes ☐ No ☐ Comments:
43	Life rafts fitted & in date	Yes ☐ No ☐ Date: Comments:

44	Fire extinguishers fitted & in date	Yes ☐ No ☐ Date: Comments:
45	Survival pack fitted and in date	Yes ☐ No ☐ Date: Comments:
46	Door handle operation/s placarded	Yes ☐ No ☐ Comments:
47	Passenger briefing cards onboard	Yes ☐ No ☐ Comments:
48	All exits & emergency exits placarded	Yes ☐ No ☐ Comments:
49 *See notes*	Aircraft software control process in place & database to latest version	Yes ☐ No ☐ Version No. Date:
50	ASSI Approved MEL to the latest revision	Yes ☐ No ☐ Approval Ref: Revision No. Date:

SCHEDULED INSPECTIONS SINCE LAST C OF A RENEWAL

51	Inspection/hours/date	Inspection/hours/date	Inspection/hours/date
Example: C/100/date			

52 (a,b,c,d) *See notes*	**Significant repairs, replacements, defects, Modifications since last C of A renewal including certification basis**
52a	Significant repairs *(Continue on a separate sheet if required and attach with this application)*
52b	Significant replacements *(Continue on a separate sheet if required and attach with this application)*
52c	Significant defects *(Continue on a separate sheet if required and attach with this application)*

52d	Modifications *(Continue on a separate sheet if required and attach with this application)*	
53 *See notes*	Instrument & Equipment compliance statement against the relevant operational OTAR (as applicable) completed and submitted	Yes ☐ No ☐

CERTIFICATION (OTAR Part 39 Organisation Post holder / Technical Coordinator)

I hereby certify that such inspection and work necessary to ensure the continued airworthiness of the aircraft has been carried out and recorded and the contents of this report has been compiled from mandatory documentation and thereby certify that the aircraft is considered satisfactory for the issue/reissue of the Certificate of Airworthiness.

Name:	Signature: *Note: Not required if sent by E-mail*
Date:	Position:

CERTIFICATION (OTAA use only)

Aircraft Survey Report Completed

Certificate of Airworthiness Issue/Reissue recommended	Yes ☐ No ☐

Surveyor	Signature/Stamp
Date	Location

Surveyors Comments:

GUIDANCE NOTES:

- The Technical Coordinator/OTAR Part 39 Organisation post holder must present the aircraft with all the relevant documents and publications at the time of the survey.

- The aircraft shall be located within a suitable maintenance facility, shall have undergone maintenance which should be substantially complete but still have sufficient cowlings and panels removed to facilitate the survey of the aircraft.

Item 2 – Aircraft Certification Specification
The aircraft certification specification refers to the certification code reference given to the aircraft type in the type certificate data sheet. EASA codes are prefixed with 'CS' FAA codes are prefixed with 'FAR' and Transport Canada codes are prefixed with 'CAR' all prefixes are followed by the certification category i.e. 23 for Normal/Utility category, or 25 for Large Transport aircraft etc.

Item 3 – Aircraft Type / designation per TCDS
This means the Type/model designated on the Type certificate data sheet. There are occasions where an aircraft may have two designations. For example Falcon F900 'Easy'. The term 'Easy' in this case refers to a marketing designation and should not be referenced for certification purposes.

Item 5 – Year of Manufacturer (confirmed from aircraft records)
Applicants should note that the date of the first C of A issue is not necessarily the year of manufacture. The year of manufacture is generally taken from the date the Type certificate holder declares the aircraft conforms to its Type certificate. This is usually when the first C of A is issued, but not in every case.

Item 6 – Original of Export Certificate of Airworthiness
The Export Certificate of Airworthiness will state the Type Certificate data sheet used. This will also determine the Continued Airworthiness requirements for the aircraft.

Item 9 – Aircraft total flight hours/cycles
Enter the date and current total accrued hours and cycles.

Item 10 – Last weight and Balance report
OTAR 39.81 requires aircraft to be weighed and a report to be issued at a period of every 5 years.

Item 13 – Approved Maintenance Programme
The approved maintenance programme MUST be made available to the surveyor for review.
Item 14 – OTAA agreed bridging check
Bridging checks must be substantiated. The operator must demonstrate that all programme and performance rules of any maintenance review board report, or service information etc has been followed. An entry must also be entered in the log book stating a bridging check has been completed. Calculations must be produced to support any pro-rated components.

Item 21 - Engine time since new, or time since overhaul
For engines that have not reached their first overhaul period since manufacture, record the time since new (TSN) cycles since new (CSN). For engines that have been overhauled, record the time since overhaul (TSO) cycles since overhaul (CSO).

Item 27 - Propeller hours/installation date
Even propellers with low operating hours or those stored within a heated hangar are susceptible to degradation over calendar time due to corrosion, internal seal aging, and breakdown of internal lubricants. It is important to state not only the installation date, but the overhaul or manufacture date, as applicable, in order to accurately record the time between overhauls.

Item 29 – Life limited parts within Manufacturers limits
Operators must submit a substantiated listing to demonstrate all life limited components are within the permitted time periods.

Item 33 – Airworthiness Directives compliance in accordance with OTAR 39.67
This refers to the mandatory AD's associated with the Type Acceptance Certificate. The type certification can be identified on the Certificate of Airworthiness. For example: A Britten-Norman may be type certificated against a Transport Canada, or EASA TC; therefore either Transport Canada or EASA AD's would be applicable. The engines however may be manufactured by Lycoming, whereby FAA AD's would apply.

Item 49 – Aircraft software control processes & database version
This refers to the manufacturer's software revision service bulletins and the regular updating of the navigation database on the aircraft. (If applicable to aircraft type)

Item 52 (a,b,c,d) - Significant repairs, replacements, defects, Modifications since last C of A renewal including certification basis
Significant repairs are those repairs carried out on the airframe/Engine or equipment to maintain structural integrity.
Significant replacements are typically Aircraft engines, propellers, wings, fuselage, landing gears, helicopter power drives etc. This excludes routine items, such as wheel changes.
Significant defects are those determined by experience and knowledge to have a detrimental effect on airworthiness, or if not corrected could present an airworthiness issue.
Significant modifications are those that have an appreciable effect on weight and balance, or operational procedures or flight characteristics.

Item 53 – Statement of compliance with relevant operational OTARs
To ensure that the aircraft meets the Operational equipment requirements, the owner/operator must ensure that the instruments and equipment fitted to the aircraft are in compliance with the Operational OTAR's. The compliance Forms OPS001a or OPS001b (as applicable) are available for this purpose.

SUBMIT