

Certificate of Airworthiness

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Effective on issue

GENERAL

Overseas Territories Aviation Circulars are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation Requirements. They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order or provide practical guidance on meeting a requirement contained in the Overseas Territories Aviation Requirements.

PURPOSE

This Circular provides guidance on the application process for a Certificate of Airworthiness and presenting the aircraft for investigation by the applicable OTAA.

RELATED REQUIREMENTS

This Circular relates to OTAR Part 21.

CHANGE INFORMATION

Issue 2. New Part 4 added to provide guidance on compliance with Operational Standards compliance with OTAR Ops Part 91, 121 & 135, considerations for AOC holders when applying for a C of A. Appendix A & B example forms note added to affirm that they are not to be used for actual applications to OTAAs, unless approved by that OTAA.

ENQUIRIES

Enquiries regarding the content of this Circular should be addressed to Air Safety Support International at the address on the ASSI website www.airsafety.aero or to the appropriate Overseas Territory Aviation Authority.

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1 Introduction

This Circular provides guidance on the completion of the Certificate of Airworthiness application form and associated Survey Report and Recommendation form. Examples of both forms are provided in the appendices to this Circular. Each OTAA will provide its own version of these forms with the appropriate local details. Applicants should therefore contact the applicable OTAA for copies of the forms.

2 Application

- 2.1 The application and presentation for a C of A shall be from an organisation approved in accordance with OTAR Part 39 and approved persons.
- 2.2 Prior to the issue of a Certificate of Airworthiness it is necessary for the aircraft to first be on the register of the applicable OTAA. Therefore for aircraft not already on the OTAA Register reference should be made to OTAR Part 47 'Aircraft Registration and Marking'.
- 2.3 The application, survey document and guidance material contained in this Circular are designed to assist the applicant in gathering the relevant information, aircraft documentation, airworthiness status reports and presenting the aircraft for investigation by the OTAA.
- 2.4 An applicant may wish to present the aircraft for C of A at a location outside the Territory. This approach will require additional coordination and management between the applicant and Airworthiness Surveyor and will likely increase the time and possibly cost required for the investigation, particularly where extended travel is required. A suitable date for the OTAA investigation should be agreed between the applicant and the Airworthiness Surveyor at the start of the process.
- 2.5 OTAR Part 21 Subpart E Certificates of Airworthiness specifies the requirements associated with the application, issue, reissue and the requirements associated with a Certificate of Airworthiness remaining in force. These requirements should be referred to in association with the guidance notes contained in this Circular.
- 2.6 The OTAR Part 21.175(b) requirements for an additional level of investigation into the aircraft modification and repair standard will be determined as necessary by the OTAA at the outset of a particular application. OTAC 21-6 provides the necessary guidance on the required Aircraft Airworthiness Review Report. It should be noted that even if such an investigation was not made a condition of the application, there may still be a need for such an investigation if the OTAA determines that a deeper review is required on the modification and design standard.
- 2.7 Appendix A provides an example of the Certificate of Airworthiness application Form. Applicants should contact their local OTAA for the actual form to be used. This form must be completed for all applications for the initial grant of a Certificate of Airworthiness.

3 Investigation

- 3.1 Appendix B provides an example of the Survey Report and Recommendation Form, which is structured to facilitate the C of A investigation by the OTAA. Applicants should contact their local OTAA for the actual application form to be used. All applications for initial and re-issue of a C of A require the completion of the Survey Report and Recommendation Form.
- 3.2 At the point of application, the OTAA will determine, and notify the applicant, whether the application will be treated as an issue or reissue of a C of A. The process of investigation will follow that for C of A issue if:
- (1) The aircraft has not previously been granted a C of A by the OTAA; or
 - (2) The aircraft has not held a valid C of A for a period of six months; or
 - (3) The OTAA is aware that the continued airworthiness has not been undertaken to an acceptable standard.
- 3.3 The applicant for the C of A shall collate all required reference material prior to the OTAA investigation including as a minimum:
- (1) The applicable type acceptance certificate; and
 - (2) The applicable type certificate data sheet; and
 - (3) The list of applicable mandatory requirements; and
 - (4) A copy of the Export C of A (issue only); and
 - (5) When specified, the Aircraft Airworthiness Review report; and
 - (6) The OTAA approved maintenance programme; and
 - (7) Aircraft, Engine & Propeller log books; and
 - (8) The aircraft flight manual; and
 - (9) All of the support material required by the application Survey and Recommendation Form.
- 3.4 The aircraft and its records should be made available at an approved maintenance facility at a suitable location agreed with the OTAA.
- 3.5 All documentation supplied should be originals or acceptable certified true copies. In the case of maintenance and continued airworthiness records, these should be authorised by a person in a verifiable position of authority, such as an organisation's quality department.

4 Additional Operational Compliance Standards

- 4.1 Air Operator Certificate. Every operator engaged in commercial air transport, must have a valid Air Operator Certificate (AOC) issued by the State of Operator. According to ICAO, such an approval is obtained by demonstrating to the State of Operator 'the adequate organisation, method of control and supervision of flight operations, training program as well as ground handling and maintenance arrangements consistent with the nature and extent of the operations specified.
- 4.2 When importing the aircraft, it should be verified that the aircraft is certified for each operational authorisation that is desired. This can be done by checking the limitations section of the Aircraft Flight Manual (AFM). The maintenance program may also need to be adapted to ensure continuing airworthiness for these operational authorisations.
- 4.3 The requirements for an air operator include requirements for instruments and equipment. ICAO Annex 6, Part I lists those as a function of the kind of operation. OTAR States have copied these requirements into Regulation, which ensures harmonisation between ICAO States. However, some countries have added additional requirements, which are unique and therefore may require modification of an aircraft when imported into a different State. The USA and EASA are known to have differences to the requirements such as:
- Flight Data Recorder (FDR) parameters
 - Windshear equipment
 - Automatic External Defibrillators (AED)
 - 16g seats
 - Fuel tank inerting systems
 - Cargo compartment fire protection
 - Access to Type III exits
 - Facilities for disabled passengers
- 4.4 Additional operational equipment requirements are normally airspace related. The Operator's Operations Specifications (OpsSpec) give the details about all operational authorisations, conditions and limitations that are associated with the AOC. They are subject to the conditions in the operations manual. The operational authorisations are also known as specific approvals. Examples of operational authorisations are; ETOPS, RVSM, MNPS, PBN, LVO and steep approach. All these authorisations may require additional procedures and equipment onboard and verified as part of the C of A process.

Appendix A – Example C of A Application Form

IMPORTANT: This Form is provided as an example and guide for guidance and advance planning information use by applicants. They are not to be used for submission to OTAA's unless so approved by that OTAA. In all cases, advice and appropriate forms from the OTAA should be sought prior to any application.

APPLICATION FOR THE ISSUE OF: (See Note 1) Please tick applicable box		
CERTIFICATE OF AIRWORTHINESS & NOISE CERTIFICATE (if applicable)		<input type="checkbox"/>
PERMIT TO FLY		<input type="checkbox"/>
AIRCRAFT DETAILS	Current or allocated	All previous (where known)
Registration Marks		
Serial No./Line No./Variable No./...../.....	
Type Designation and Series	
Constructor of aircraft	
Country of construction	
Year of construction	
New or used	
Engine(s) (See Note 2)	
Auxiliary Power Unit	
Propeller(s)(Hub and Blade) (See Note 3)	
Maximum Take-off Weight (kg)	
Maximum number of seats (inc'.crew)	
CERTIFICATE CATEGORY APPLIED FOR:- Not applicable for Permit to Fly (Please tick applicable box)	(A) Commercial Air Transport	<input type="checkbox"/>
	(B) Private	<input type="checkbox"/>
CERTIFICATION STATUS	TAC No Original TCDS Basis.....	
EXPORT C OF A	Issuing Authority.....	
STATE IF AIRCRAFT IS BEING (Please tick applicable box)	(a) Overhauled <input type="checkbox"/> (b) Repaired <input type="checkbox"/> (c) Modified <input type="checkbox"/> (d) Not applicable <input type="checkbox"/>	

AIRWORTHINESS TRANSFER DOCUMENTATION REQUIRED			
	DOCUMENT TYPE	DOCUMENT NUMBER	DOCUMENT DATE
DOCUMENTS ENCLOSED (See Note 4)			
INCLUDES NOISE CERTIFICATION			
FLIGHT MANUAL REF NO. (See Note 5)			
MAINTENANCE SCHEDULE/PROGRAMME REF NO. (See Note 6)			
ADDRESS DETAILS (a) Name and address of aircraft owner/applicant (in full) Telephone No: Facsimile No: E-mail address:			
 (b) Contact name and address of approved organisation or licensed aircraft engineer Telephone No: Facsimile No: E-mail address:			
PLACE OF SURVEY			
OT ADDITIONAL REQUIREMENTS FOR IMPORT			
ADDITIONAL INFORMATION			

Certificate of Airworthiness/Permit to Fly Application Form

2 GENERAL 2.1 Provide details of any towing, parachuting or other special equipment fitted	
2.2 Give details of equipment, or systems which have been introduced by modification since original manufacture and include STC reference if applicable. Refer to the aircraft Airworthiness review report, if any, as detailed in OTAC 21-6	

DECLARATION

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate in every respect.

(1) * The fee for a 1 year period of validity of the Certificate of Airworthiness is included in this amount.

AOC No.

I also agree to pay the charges payable in accordance with the Scheme of Charges which may be notified to me by ASSI/DCA (if applicable).

Date Signature of Applicant

Please print name in BLOCK CAPITALS Name of Applicant

For and on behalf of

* Please tick appropriate box

OTAA USE ONLY (To be developed by the OTAA)

Application for Issue of a Certificate of Airworthiness Guidance notes

Note 1 - Permits to fly are issued to aircraft due to the compliance requirements for the issue of a Certificate of Airworthiness not being met.

In the Overseas Territories this is generally as a result of one of the following reasons:

- a) The Certificate of Airworthiness is not in force.
- b) The type approved aircraft is not fully complying with certification requirements.
- b) The maintenance of the aircraft is not up to date.
- c) The aircraft requires to be flown to a place where maintenance, permanent repair or alterations can be performed.

If a Noise Certificate is required, the application should contain the data as defined in OTAR Part 36.

A noise certificate will be issued by the OTAA at the same time as the C of A.

Note 2 - The manufacturer and type certificate designation of the engine type is required.

Note 3 - The manufacturer and type certificate designation of the propeller type is required. The engine/propeller combination must comply with the Type Certificate Data Sheet or approved alternative.

Note 4 - Acceptable transfer documentation is an Export Certificate of Airworthiness issued by the last state of registry within 60 days of the declaration date on the C of A application.

Any supplied documents in support of an application for a C of A can be in the form of copies, as the Original documents are not required at the time of application.

The original documents will be viewed by the Surveyor at the time of the C of A/ Permit to fly issue.

Note 5 - The applicable Flight Manual Reference and revision status is required.

Note 6 - The maintenance programme/schedule reference number is required.

The maintenance programme/schedule must be approved by the applicable OTAA.

Appendix B – Example Survey Report and Recommendation Form

IMPORTANT: This Form is provided as an example and guide for guidance and advance planning information use by applicants. They are not to be used for submission to OTAA's unless so approved by that OTAA, in all cases, advice from the OTAA should be sought prior to any application.

SURVEY REPORT AND RECOMMENDATION FORM FOR THE ISSUE OR REISSUE OF A CERTIFICATE OF AIRWORTHINESS		
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	
2	Certificate of Airworthiness Category	Commercial Air Transport <input type="checkbox"/> Private <input type="checkbox"/>
3	Aircraft Type/Designation per TCDS and TAC Reference	Aircraft Type – Variant: TCDS Reference: TAC Reference
4	Aircraft Serial No.	
5	Year of Manufacture	
6	Engine/s Type & Model Number/s	
7	Serial Numbers of engine(s) installed	Position 1 <input type="text"/> Position 2 <input type="text"/>
		Position 3 <input type="text"/> Position 4 <input type="text"/>
8	Propeller/s Type & Model Number/s	
9	Serial Numbers of propeller(s) installed	Position 1 <input type="text"/> Position 2 <input type="text"/>
		Position 3 <input type="text"/> Position 4 <input type="text"/>
10	APU Model Type and serial number	Model Type: Serial No.:
11	Original Export Certificate of Airworthiness* issued by the exporting State of Registration (C of A (issue only))	Certificate Number: Dated: Any Specified Conditions, Derogations or waivers:

12	Contracted Line and/or Base Maintenance Organisation(s)	Name of organisation:	
		OTAA approval reference:	
13	Registered Owner's Technical Coordinator accepted by OTAA. (See Note 1)	Name:	
		Organisation:	
14	Are Registration Marks and aircraft fire-proof identification plate compliant with AN (OT) O requirements? If 'no' provide details.		
15	Check Flight/Flight test (as applicable) Have arrangements been accepted by OTAA? (C of A issue only)		
16	Date of last satisfactory Check Flight/Flight test (as applicable) (C of A issue only) or any required Flight Handling/Systems Check (C of A reissue) (See Note 2)		
CONTINUED AIRWORTHINESS SECTION			
17	OTAA Approved Maintenance Schedule/Programme Reference No.	Reference No.	
18	Maintenance Schedule/Programme revision status	Revision:	
19	OTAA agreed bridging check carried out as required (C of A issue only)	Work order reference:	
20	Have applicable Engine, Airframe and VP Propeller Logbooks been raised in a format acceptable to OTAA and are records up to date.		
21	Aircraft - As applicable, record*; Aircraft Total Flight Hours/Cycles /Landings	Total Flight Hours	
		Cycles/Landings	
		Hours since last C of A	
		Dated	
22	Record Engine/s service life parameters*	TBO	
		Total engine hours	
		Time since overhaul	
		Date of last overhaul	

23	Record Propeller/s service life parameters*	TBO	
		Total hours	
		Time since overhaul	
		Date of last overhaul	
24	Confirm applicable Airworthiness Directive compliance – attach* a suitable report detailing the applicable State(s) promulgated directives. (OTAR Part 39.67 refers) Note: full listing required for C of A issue, update report required for reissue.	FAA	
		Transport Canada	
		EASA	
25	Confirm compliance with required component life limitations, attach a suitable report detailing component listing*	Report reference:	
26	Confirm compliance with scheduled maintenance required by the approved maintenance programme and detail significant maintenance activities*	Maintenance/work order references:	
27	Detail significant design changes including repairs specifying approval references* Note: full listing required for C of A issue, update report required for reissue.	Report reference:	
28	Flight Manual - record	Basic FM reference	
		Revision status	
		Incorporated supplements and approval references* Note: full listing required for C of A issue, update report required for reissue.	
29	Confirm the Aircraft, Engine and Propeller conform to applicable airworthiness certification standards detailed in the applicable TCDS	TCDS Issue/Revision/Editions	
30	Record OTAA assigned 24 Bit Transponder Codes (hex code)	HEX code:	
31	Date of Last Weighing Record	Date and report reference:	
32	Current Weight and Centre of Gravity Schedules detailing any alternative configurations*	References:	
33	Last compass swing calibration	Date:	

DOCUMENT SECTION				
34	Current Certificate of Registration	Certificate number:		
35	Current Certificate of Airworthiness	Certificate number:		
36	Noise Certificate	Certificate number:		
37	Radio Licence	Licence number:		
38	ELT registration, supply applicable copies*	Reference:		
EQUIPMENT SECTION				
39	Detail specific emergency equipment carriage requirements*	Report reference:		
40	Specify all approved operating configurations	Approved Configurations:		
CERTIFICATION (OTAR Part 39 Organisation/Technical Coordinator)				
I hereby certify that such inspection and work necessary to ensure the continued airworthiness of the aircraft has been carried out, recorded and certified and that the aircraft is considered satisfactory for the issue/reissue of the Certificate of Airworthiness.				
Name		Signature		
Date		Authority		
CERTIFICATION (OTAA use only)				
Aircraft Survey Report Completed				
Certificate of Airworthiness Issue/Reissue recommended		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 2px;">Yes</td> <td style="width: 50%; text-align: center; padding: 2px;">No</td> </tr> </table>	Yes	No
Yes	No			
Surveyor		Signature		
Dated	Location (See Note 3)			
Surveyor Comments				

NOTES

Note 1: The Technical Coordinator/OTAR Part 39 Organisation should present the aircraft with all the relevant documents and publications at the time of the survey.

Note 2: For the initial issue of a Certificate of Airworthiness a check/ test flight as applicable is required. This may be carried out to a manufacturer's flight test schedule/profile.

Note 3: 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.

Additional note:

Items marked with * require substantiating documentation to be provided.

Any attached reports should be cross-referred to the applicable Section and line reference number on this Form.