REPÚBLICA DEMOCRÁTICA DE S.TOMÉ E PRINCIPE

Instituto Nacional de Aviação Civil

CIVIL AVIATION AUTHORITY

# Technical Circular
# CT-11-004

**SUBJECT: ISSUE OF A CERTIFICATE OF AIRWORTHINESS**

**DATE: 01/12/2012**

## 1. PURPOSE

This Technical Circular (TC) is issued to provide information and guidance to operators on how to apply for issue of a Certificate of Airworthiness in accordance with the requirements of the Civil Aviation Regulations.

## 2. APPLICABILITY

This Technical Circular (CT) is applicable to all owners/operators of aircraft registered in S.Tomé and Principe.

## 3. BACKGROUND

Civil Aviation Regulations Part 5 - Airworthiness requires that a person shall not fly an aircraft unless there is in force a Certificate of Airworthiness issued by the aircraft state of registry.

## 4. DESCRIPTION: GUIDANCE AND PROCEDURES

### 4.1 GENERAL INFORMATION

A. The certificates of airworthiness issued under the Civil Aviation (Airworthiness) Regulations are classified as:

(1) Standard Certificate of Airworthiness (C of A);

(2) Special Airworthiness Certificate;

### 4.2 PRE-REQUISITE TO QUALIFY FOR C OF A ISSUE

A. Aircraft should be on the S.Tomé and Principe civil aircraft register.

B. Aircraft must be of a type certificate acceptable to the Authority - Part 5 (Airworthiness) of S.Tomé and Principe Civil Aviation Regulations.

### 4.3 AIRCRAFT TYPE CERTIFICATE COMPLIANCE REQUIREMENTS

A. The Authority may accept an aircraft type certificate or equivalent document issued by a contracting State of design in respect of an aircraft or component provided that:

B. The type certificate or equivalent document was issued on or based on an airworthiness code recognized by the authority.
C. The design, materials, construction, equipment, evaluation against a recognized airworthiness code has been carried out by the authority and has been found to:

(1) meet the required standards of the recognized airworthiness code; or

(2) have complied with any recommendations required by the Authority.

D. The recognized airworthiness code – Means standards relating to the design, materials, construction, equipment, performance and maintenance planning of aircraft or aircraft components issued by the State of Design that are acceptable to the Authority.

E. To enable effective aircraft safety oversight the Authority requires:

(1) Aircraft technical documents and literature (e.g. flight manual, maintenance manuals etc) published in English;

(2) Provision to timely mail to the authority and the operator the current amendments of all relevant aircraft technical and operation literature;

(3) The aircraft equipment, instruments indication markings and placards to be in Portuguese and English numerals; and

(4) The aircraft type design to incorporate the minimum recommended emergency features (e.g. emergency windows), and emergency equipment with clear operating instructions in Portuguese and English (Refer to STP CAR Part 7).

(5) An aircraft that does not satisfy the Type Certificate requirements is classified noncompliant and therefore cannot be issued with a S.Tomé and Principe Certificate of Airworthiness.

***Note:*** *See the Advisory Circular CT-11-005 for more information on Type Acceptance Certificate*

## 4.4 APPLICATION FOR A CERTIFICATE OF AIRWORTHINESS

A. The owner of an aircraft registered in S.Tomé and Principe or agent of the owner may apply to the Authority for issue of a certificate of airworthiness for that aircraft, the application for a certificate of airworthiness shall be made on INAC F-05-001.

B. In addition to the application form, the applicant is required to submit to the Authority the following documents(dated and certified) for the pre-issue evaluation:

(1) INAC F-06-008 Aircraft Importation and Certification

(2) All the documentation required on the above forms

(3) Statement of Compliance for STP-CAR Part 7

(4) The fee provided for by law

C. The Authority shall carry out an in depth document evaluation to verify that they are authentic, relate to the aircraft, genuine, and are valid as applicable.

**4.5 OTHER DOCUMENTS THAT ARE REQUIRED:**

A. A copy of the Type (acceptance) Certificate and or the Type Certificate data sheets or acceptable equivalent documents;

B. A copy each of the manufacturer's maintenance, overhaul, wiring, repair manuals and illustrated parts catalogues;

C. A complete set of all manufacturer's service bulletins or equivalent documents issued in respect of the aircraft;

D. A complete set of wiring diagrams covering all electrical and radio installations;

E. A copy of the minimum equipment list (MEL) and the current master minimum equipment list (MMEL) as applicable;

F. Copy of the aircraft approved maintenance schedule or program; and

G. Log-Books for the aircraft, engines, propellers and the technical-log as are applicable for the relevant aircraft.

**4.6 C OF A FLIGHT TEST REQUIREMENTS**

A. The airworthiness flight tests must be carried out by pilots and crew approved for the purpose and in accordance with a flight test schedule acceptable to the Authority.

B. Except where the Authority requires additional crew to be carried for a particular airworthiness flight test, the number of persons conducting the test should be confined to the crew specified in the Flight manual.

**4.7 AIRCRAFT INSPECTION FOR C OF A ISSUE**

A. After successful documents evaluation it is required to facilitate and to make arrangements for the Authority inspectors to carry out the aircraft inspection for C of A issuance.

B. The aircraft should be located and available, at a time and place acceptable to the Authority, for such checks and inspections required by the Authority;

C. Such checks and inspections will include physical components installation verification, emergency equipment (location, validity, ease of access and legibility of operating instructions), compliance with the markings and placards requirements and the general aircraft condition.

D. It will also be required to present for inspection the aircraft Flight Manual, Minimum Equipment List, the aircraft technical records and the Log-Books as applicable.

E. It is required to present at this inspection all the aircraft current and past technical records to verify its operational and maintenance life history.

*Note: It is required to rectify all out standing defects, comply with all due mandatory inspections, modifications and replacement requirements at the C of A issue*.

## 4.8 ISSUE OF A CERTIFICATE OF AIRWORTHINESS

When the Authority is satisfied that all the applicable regulatory requirements have been complied with and the required issue fee has been paid, the Certificate of Airworthiness will be issued.

## 4.9 VALIDATION OF A CERTIFICATE OF AIRWORTHINESS

A. When an aircraft imported for registration in S.Tomé and Principe has a Certificate of Airworthiness issued by another Contracting State, the INAC may, as an alternative to issuance of its own Certificate of Airworthiness, establish validity by suitable authorisation to be carried with the former Certificate of Airworthiness accepting it as the equivalent of a Certificate of Airworthiness issued by the Authority.

B. This authorisation may be issued after the Authority ensures that the certificate was issued in compliance with all aspects of the Chicago Convention and the provisions of the applicable ICAO Annexes.

C. The validity of the authorisation shall not extend beyond the period of validity of the Certificate of Airworthiness or twelve months, whichever is less.

## 4.10 PERIOD OF VALIDITY OF A CERTIFICATE OF AIRWORTHINESS

A. A certificate of airworthiness validity is normally twelve months. However, a shorter period may be specified by the Authority.

B. A certificate of airworthiness shall cease to be in force at the expiry date as indicated there on and/or when:

C. The aircraft or such of its equipment as is necessary for the airworthiness of the aircraft is maintained, overhauled, repaired or modified or if any part of the aircraft or such equipment is removed or if any part of the aircraft is replaced, otherwise than in a manner and with material of type approved by the Authority.

D. The aircraft or any of its equipment is not maintained as required by the continuous airworthiness maintenance programme approved by the Authority.

E. An inspection or modification classified as mandatory by Authority, state of design/manufacture applicable to the aircraft or of any such equipment has not, been completed as required.

F. The aircraft or any such equipment as required for safe operation has sustained damage.

*Note: The Authority can amend, extend, suspend, revoke or terminate the C of A.*

## 4.11 OTHER GENERAL REQUIREMENTS AT THE ISSUE OF A C OF A

A. **Revision of Manuals** – The applicant is required to make the necessary arrangements with aircraft and engine manufacturers to send amendments and revisions that may be issued from time to time to the Authority to up date the manuals and service information submitted.

B. **Training Requirements** – For a new aircraft type on the S.Tomé and Principe Aircraft Civil Register, the operator shall be required to provide training to Authority's inspectors on the type

C. The number of inspectors to be trained will depend on the size and complexity of the aircraft. This will include Airworthiness (mechanical and avionics) and Flight Operations inspectors.

D. For a series type of an aircraft, a refresher or difference course may be required to keep abreast to the technological advancement or differences.

| Approved by: **Board of Administration of INAC** | |
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| Date: 30/08/2012 | President of the Board<br>Marcos Ângelo Vaz da Conceição<br>(Aeronautic Engineer) |

**Appendix**

Issuance of CoA – checklist for technical file

*This includes all the documentation required for the certification of the aircraft.*

| Title | | Subject | |
|---|---|---|---|
| **1.** | **Officials demands** | 1.1 Appraisal request and proof of payment. | ☐ |
| | | 1.2 Proof of ownership (bill of sale/lease agreement) | ☐ |
| **2.** | **Certification Documents** | 2.1 Type Certificate and Type Certificate Data Sheet - Airframe / Engines / Propellers. (Last revision and in accordance with the Type Certificate). | ☐ |
| | | 2.2 Statement of conformity with type design. | ☐ |
| **3.** | **Certificates** | 3.1 Export Certificate issued by the manufacturer country (new aircraft) specifying the conformity with approved type design. Or Export Certificate issued by the exporting country (used aircraft) reflecting the airworthiness status of the aircraft at the time of transfer | ☐ |
| | | 3.2 Copy of the last Certificate of Airworthiness | ☐ |
| | | 3.3 Noise Certificate issued by INAC. | ☐ |
| | | 3.4 Aircraft Radio Licence | ☐ |
| | | 3.5 Registration Certificate issued by INAC (Registration marks and Fireproof plate). | ☐ |
| | | 3.6 Certification Statement for the aircraft concerning Special Operations (RVSM, ETOPS, BRNAV, MNPS, AWOPS). | ☐ |
| | | 3.7 Proof of the conformity of the cabin interior equipment to the fire resistance criteria. | ☐ |
| | | 3.8 Code S and SELCAL code. | ☐ |
| | | 3.9 Insurance Certificate | ☐ |
| **4.** | **Aircraft** | 4.1 Flight hours and flight cycles situation for airframe, engines, APU and landing gears. | ☐ |
| | | 4.2 Statement clarifying that the aircraft is entirely covered by the approved Maintenance Program. (CAMP, MCM…). | ☐ |
| | | 4.3 Copy of the work package and CRS concerning the maintenance and modifications applied during the delivery process. | ☐ |
| | | 4.4 Investigation concerning differences between the former maintenance program and the applicant's program. (Bridging check). | ☐ |
| | | 4.5 Maintenance history (checks history,….) | ☐ |
| | | 4.6 LLP, Hard Time Status and Component Overhaul . | ☐ |
| | | 4.7 Follow-up CPCP, SSI, Aging program, ALS. | ☐ |
| | | 4.8 Weight & Balance report. | ☐ |
| | | 4.9 Cabin and Emergency lay-outs approved. | ☐ |
| | | 4.10 Pitot-static leak Test Protocol | ☐ |
| | | 4.11 Compass Compensation Protocol | ☐ |
| **5.** | **Historic** | 5.1 History of preceding operators. | ☐ |
| | | 5.2 Complete STCs list applied with the necessary supplements and manuals (supplement AFM / AOM, SRM, MS,…). | ☐ |
| | | 5.3 Complete modifications list (except STCs) applied with the necessary supplements and manuals. | ☐ |
| | | 5.4 Complete repairs list. | ☐ |
| | | 5.5 Dent & Buckle chart | ☐ |
| | | 5.6 Aircraft / Engine / Propeller / Parts and Appliances Records | ☐ |
| | | 5.7 Accident – incident statement since aircraft manufacture date. | ☐ |
| | | 5.8 List of the existing concessions/ Deviations | ☐ |
| | | 5.9 List of the existing defects / open items. | ☐ |
| | | 5.10 Copy of the preceding flights test if necessary. | ☐ |
| | | 5.11 Copy of Technical Log final certification - received | ☐ |
| **6.** | **Landing Gears Situation.** | 6.1 Hours, Cycles and calendar times of landing gears. | ☐ |
| | | 6.2 Overhauls history. | ☐ |
| | | 6.3 Last EASA Form One or equivalent. | ☐ |
| | | 6.4 LLP Status | ☐ |
| **7.** | **Engines.** | 7.1 Engine Maintenance Program (on-wing and off-wing). | ☐ |
| | | 7.2 Maintenance history (overhaul, repairs,…). | ☐ |
| | | 7.3 Modules situation. | ☐ |
| | | 7.4 LLP status. | ☐ |
| | | 7.5 EASA Form One, FAA Form 8130-3 or equivalent, logbook. | ☐ |
| | | 7.6 Last Boroscopic inspection with results. | ☐ |
| **8.** | **APU** | 8.1 LLP status. | ☐ |
| | | 8.2 Maintenance history (overhaul, repairs,…). | ☐ |
| | | 8.3 EASA Form One, FAA Form 8130-3 or equivalent, logbook. | ☐ |
| **9.** | **Propeller** | 9.1 Propeller Maintenance Program (on-wing and off-wing). | ☐ |
| | | 9.2 Maintenance history (overhaul, repairs,…). | ☐ |
| | | 9.3 EASA Form One, FAA Form 8130-3 or equivalent, logbook. | ☐ |
| **10.** | **ADs** | 10.1 ADs Situation for the airframe, engines, APU and appliances. | ☐ |

| | | |
|---|---|---|
| **11. SBs/SIs** | 11.1 SBs Status for the airframe, engines, APU and appliances with, in annex, the details concerning the particular follow-up (repetitive inspection,…). | ☐ |
| **12. NAV-COM** | 12.1 List of installed COMM-NAV equipment | ☐ |
| | 12.2 Situation with the regulation. (Number of channels, separation 8.33Khz, RVSM, RNAV, TCAS). | ☐ |
| **13. Equipments, Parts and tools** | 13.1 Instruments List with the status in accordance with the STP-CARs | ☐ |
| | 13.2 Latest DFDR Read out with the conformity of the recorded parameters. | ☐ |
| **14. Special Operations** | 14.1 Statement confirming the maintenance of the aircraft in accordance with the standards for Special Operations (RVSM, ETOPS, BRNAV, MNPS, AWOPS). | ☐ |
| | 14.2 Procedures for Maintenance. or Approved ETOPS Manual | |
| | 14.3 CMP at the latest revision and Manufacturer ETOPS guide ( for ETOPS ) | |
| **15. Technical Documentation** | 15.1 Manufacturer Flight Manual (AFM) approved by the appropriate Authority and in conformity with the technical situation of the aircraft (supplements STC, ADs / AMOCS,…) | ☐ |
| | 15.2 MEL approved by INAC. | ☐ |
| | 15.3 Technical documentation for airframe, engines, propellers : MPD, MRB, AMM, FIM, SRM, WBM,MMEL,CDL, IPC, SB, SL, Workscope planning guide, overhaul manual (as applicable) | ☐ |
| | 15.4 Letter from the applicant confirming the follow-up for the up- dates of the technical documentation (e.g AFM,AOM, MMELMPD, MRB, AMM, FIM, SRM, SB, SL,…) for aircraft, engines, propellers | ☐ |
| | 15.5 Specific Documentation (STC, ETOPS,…). | ☐ |
| | 15.6 Electrical load analysis report | ☐ |
| **16. Acceptance Flight.** | 16.1 Program proposed by the applicant for acceptance flight | ☐ |
| | 16.2 Flight Test report | ☐ |
| **17. Other** | 17.1 Statement of compliance with STP-CAR 7 | ☐ |
| | 17.2 Confirmation of 406 MHz ELT registration | ☐ |
| | 17.3 Pitot-static leak Test Protocol | ☐ |
| | 17.4 Compass Compensation Protocol | ☐ |
| | 17.5 COMM/NAV Check Protocol, including SSR Transponder Check | ☐ |
| | 17.6 Confirmation of assigned Mode S address | ☐ |
| | 17.7 Confirmation of assigned SelCal code | ☐ |
| | 17.8 Software Criticality List | ☐ |
| | 17.9 Document of Environmental Protection requirements fulfilment | ☐ |

Original documentation, including revision service, must be provided to the CAA of S.Tomé and Principe for the first of the imported aircraft type/variant.

| Title | Subject | |
|---|---|---|
| **18. Officials demands** | 18.1 Appraisal Request and proof of payment. | ☐ |
| | 18.2 Identification of the maintenance organisations (Line and Base maintenance). | ☐ |
| | 18.3 Copy of the maintenance contracts (airframe, engines, and components) or the copy of the amendments to the existing contracts. | ☐ |
| | 18.4 Demand concerning special operations (AWOPS, ETOPS, RVSM, BRNAV, MNPS). | ☐ |
| | 18.5 Statement concerning passenger on board for freighter aircraft. | ☐ |
| | 18.6 Statement concerning the missing documents. | ☐ |
| | 18.7 Statement for the aircraft records preservation by the operator or by a specific contract. | ☐ |
| | 18.8 Adaptation of the MCM manual. | ☐ |
| | 18.9 Proof of Ownership (Bill of Sale/Lease Agreement) | ☐ |
| **19. Certification Documents** | 19.1 Type Certificate and Type Certificate Data Sheet - Airframe / Engines / Propellers. (Last revision and in accordance with the Type Certificate). | ☐ |
| | 19.2 Statement of conformity. Date of issuance < 60 days. | ☐ |
| **20. Certificates** | First Export Certificate issued by the manufacturer country (used aircraft). | ☐ |
| | Export Certificate issued by the manufacturer country (new aircraft) specifying the conformity with approved type design. Date of issuance < 60 days. | ☐ |
| | Export Certificate issued by the exporting country (used aircraft) reflecting the airworthiness status of the aircraft at the time of transfer. Date of issuance < 60 days. | ☐ |
| | Copy of the last Certificate of Airworthiness | ☐ |
| | Noise Certificate issued by INAC. | ☐ |
| | Aircraft Radio Licence | ☐ |
| | Registration Certificate issued by INAC (Registration marks and Fireproof plate). | ☐ |
| | Certification Statement for the aircraft concerning Special Operations (RVSM, ETOPS, BRNAV, MNPS, AWOPS). | ☐ |
| | Re-registration Notification | ☐ |
| | Proof of the conformity of the cabin interior equipment to the fire resistance criteria. | ☐ |
| | Code S and SELCAL code. | ☐ |
| | Insurance Certificate | ☐ |
| **21. Aircraft** | 21.1 Flight hours and flight cycles situation for airframe, engines, APU and landing gears. | ☐ |
| | 21.2 Approved Continuous Airworthiness Maintenance Program or necessary amendments correctly approved. | ☐ |
| | 21.3 Approved MCM or necessary amendments correctly approved. | ☐ |
| | 21.4 Reliability Program. | ☐ |
| | 21.5 Statement clarifying that the aircraft is entirely covered by the approved Maintenance Program. (CAMP, MCM…). | ☐ |
| | 21.6 Copy of the work package and CRS concerning the maintenance and modifications applied during the delivery process. | ☐ |
| | 21.7 Investigation concerning differences between the former maintenance program and the applicant's program. (Bridging check). | ☐ |
| | 21.8 Storage duration and conditions – De-storage program. | ☐ |
| | 21.9 Maintenance history (checks history,….) | ☐ |
| | 21.10 LLP and Hard Time Status (Cardex). | ☐ |
| | 21.11 Follow-up CPCP, SSI, Aging program, ALS. | ☐ |
| | 21.12 Weight & Balance report. | ☐ |
| | 21.13 Cabin and Emergency lay-outs approved. | ☐ |
| **22. Historic** | 22.1 History of preceding operators. | ☐ |
| | 22.2 Complete STCs list applied with the necessary supplements and manuals (supplement AFM / AOM, SRM, MS,…). | ☐ |
| | 22.3 Complete modifications list (except STCs) applied with the necessary supplements and manuals. | ☐ |
| | 22.4 Complete repairs list. | ☐ |
| | 22.5 Dent & Buckle chart | ☐ |
| | 22.6 Accident – incident statement since aircraft manufacture date. | ☐ |
| | 22.7 List of the existing concessions. | ☐ |
| | 22.8 List of the existing defects / open items. | ☐ |

| Title | Subject | |
|---|---|---|
| | 22.9 Copy of the preceding flights test if necessary. | ☐ |
| | 22.10 Copy of Technical Log final certification - received | ☐ |
| **23. Landing Gears Situation.** | 23.1 Hours, Cycles and calendar times of landing gears. | ☐ |
| | 23.2 Overhauls history. | ☐ |
| | 23.3 Last EASA Form One or equivalent. | ☐ |
| | 23.4 LLP Status | ☐ |
| **24. Engines.** | 24.1 Engine Maintenance Program (on-wing and off-wing). | ☐ |
| | 24.2 Maintenance history (overhaul, repairs,…). | ☐ |
| | 24.3 Modules situation. | ☐ |
| | 24.4 LLP status. | ☐ |
| | 24.5 EASA Form One or equivalent, logbook. | ☐ |
| | 24.6 Last Boroscopic inspection with results. | ☐ |
| **25. APU** | 25.1 LLP status. | ☐ |
| | 25.2 Maintenance history (overhaul, repairs,…). | ☐ |
| | 25.3 EASA Form One or equivalent, logbook. | ☐ |
| **26. ADs** | 1.1 ADs Situation for the airframe. | ☐ |
| | 1.2 ADs Situation for the engines. | ☐ |
| | 1.3 ADs Situation for the APU. | ☐ |
| | 1.4 ADs Situation for the appliances. | ☐ |
| **27. SBs** | 27.1 SBs Status for the airframe with, in annex, the details concerning the particular follow-up (repetitive inspection,…). | ☐ |
| | 27.2 SBs Status for the engines with, in annex, the details concerning the particular follow-up (repetitive inspection,…). | ☐ |
| | 27.3 SBs Status for the APU with, in annex, the details concerning the particular follow-up (repetitive inspection,…). | ☐ |
| **28. AV-COM** | 28.1 Equipment List. | ☐ |
| | 28.2 Situation with the regulation. (Number of channels, separation 8.33Khz, RVSM, RNAV, TCAS). | ☐ |
| **29. Equipments, Parts and tools** | 29.1 Instruments List with the status in accordance with the STP-CARs | ☐ |
| | 29.2 Latest DFDR Read out with the conformity of the recorded parameters. | ☐ |
| | 29.3 Spares Support – | ☐ |
| | 29.4 Special Tools and Equipment – | ☐ |
| **30. CAT II/III** | 30.1 Procedures for Maintenance. | ☐ |
| | 30.2 Necessary required modifications to the Maintenance Program. | ☐ |
| | 30.3 Statement confirming the maintenance of the aircraft in accordance with the CAT standard. | ☐ |
| **31. ETOPS** | 31.1 Approved ETOPS Manual. | ☐ |
| | 31.2 CMP at the latest revision. | ☐ |
| | 31.3 Manufacturer ETOPS guide. | ☐ |
| | 31.4 Statement confirming the maintenance of the aircraft in accordance with the ETOPS standard. | ☐ |
| **32. Technical Documentation** | 32.1 Manufacturer Flight Manual (AFM) approved by the appropriate Authority and in conformity with the technical situation of the aircraft (supplements STC, ADs / AMOCS,…). | ☐ |
| | 32.2 Manufacturer Operation Manual. | ☐ |
| | 32.3 Operator Operation Manual (AOM/FOM) in conformity with AFM and approved by INAC. | ☐ |
| | 32.4 Statement declaring the conformity of the operator operation manual with AFM and its supplements. | ☐ |
| | 32.5 Copy of the « Master Minimum Equipment list ». | ☐ |
| | 32.6 MEL approved by INAC. | ☐ |
| | 32.7 Technical documentation for airframe : MPD, MRB, AMM, FIM, SRM, SB, SL,… | ☐ |
| | 32.8 Technical documentation for engines : Workscope planning guide, SB, SL,… | ☐ |
| | 32.9 Technical documentation for propellers : overhaul manual, SB, SL,…(as applicable) | ☐ |
| | 32.10 Letter from the applicant confirming the follow-up for the up- dates of the technical documentation. | ☐ |
| | 32.11 Specific Documentation (STC, ETOPS,…). | ☐ |
| | 32.12 Electrical load | ☐ |
| **33. Acceptance Flight.** | 33.1 Manufacturer Program. | ☐ |
| | 33.2 Program proposed by the applicant. | ☐ |
| **34. Other** | 34.1 Adequate qualified staff | ☐ |
| | 34.2 Maintenance Training – approved | ☐ |
| | 34.3 Statement of compliance with STP-CAR 7 | ☐ |

| Title | Subject | |
|---|---|---|
| | 34.4 Confirmation of 406 MHz ELT registration | ☐ |