



SUBJECT: RENEWAL OF A CERTIFICATE OF AIRWORTHINESS

DATE: 01/12/2012

1. PURPOSE

This Technical Circular (CT) is issued to provide information about the requirements of continued validity of the certificate of airworthiness and to give guidance on the procedure to renew the certificate in compliance with the regulations.

2. APPLICABILITY

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

3. REFERENCES

- Civil Aviation Regulations Part 5 - Airworthiness

4. DESCRIPTION : GUIDANCE AND PROCEDURES

4.1 APPLICATION FOR CERTIFICATE OF AIRWORTHINESS RENEWAL

- A. An application for renewal of a Certificate of Airworthiness should be completed on INAC Form F-05-001 and be submitted to the Authority at least 30 days prior to the expiry of the certificate.
- B. The application for renewal should be made by the registered owner, representative or an agent who has an authorization letter from the registered owner.
- C. It is required that the renewal application form is submitted with proof of payment of the prescribed C of A renewal fee.

4.2 CERTIFICATE OF AIRWORTHINESS RENEWAL PRE-REQUISITES

- A. The aircraft continued airworthiness depends upon:
 - (1) the aircraft being maintained in accordance and in compliance with the aircraft continuous airworthiness maintenance program approved by the Authority;
 - (2) the aircraft being in compliance with all applicable State of Design mandatory modifications, inspections and airworthiness directives; and

- (3) the aircraft being operated within the performance and operating limitations of its approved Aircraft Flight Manual, and in compliance with the Civil Aviation Regulations.

4.3 CERTIFICATE OF AIRWORTHINESS RENEWAL APPLICATION AND DOCUMENTS EVALUATION

- A. In addition to the C of A renewal application form F-05-001, the applicant is required to submit the following documents for evaluation:
 - (1) The aircraft Airworthiness Directives (AD) status report.
 - (2) A statement of compliance with the authority requirements and manufactures service bulletins.
 - (3) Aircraft previous twelve (12) months maintenance review report.
 - (4) Liferated components status report.
 - (5) Current Mass and Balance schedule report.
 - (6) Copy of latest major scheduled maintenance certificate release to service.
 - (7) Copy of the current certificate of release to service (if different from (f) above).
 - (8) Record of the aircraft equipment and systems installations.
 - (9) Copy of the current aircraft Radio Station licence.
 - (10) Copy of the current stand-by compass swing schedule report.
 - (11) Copy of the aircraft certificate of insurance.
 - (12) A C of A renewal test flight schedule report (as may be required).
 - (13) Completed form F-05-003 Aircraft Status Report
 - (14) Any other documents as the Authority may require.
- B. The Authority will carry out an in depth document evaluation to verify that they are authentic, relevant, genuine and valid.

Note: *The major components (e.g. engines, propellers, APU's, landing gears) status report should indicate the time to the next shop visit or overhaul, hours and cycles since new, the time between overhaul, as applicable.*

4.4 CERTIFICATE OF AIRWORTHINESS RENEWAL AIRCRAFT INSPECTION

- A. After a satisfactory document evaluation, the applicant shall be advised to facilitate the Authority inspectors to access the aircraft at a time and place acceptable to the Authority, for such checks and inspections required by the Authority;

- B. Such checks and inspections shall 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.
- C. It shall also be required to present for inspection the aircraft Flight Manual, Company Operations Manual, Minimum Equipment List, the aircraft technical records and the Log-Books as applicable and any other such documents as may be required for a particular type of operation.

Note: It is required to rectify all outstanding defects, comply with all due mandatory inspection, modification and replacement requirements at the C of A renewal.

4.5 CERTIFICATE OF AIRWORTHINESS RENEWAL OR VALIDATION FLIGHT TEST REQUIREMENTS

- A. The development of approved aircraft maintenance programs requires the identification of all maintenance activities (i.e. replacements, adjustments, function and performance checks) where the manufacturer and or the Authority may require a test flight to verify that the aircraft's flight characteristics and functioning in flight has not significantly deteriorated from the normal design performance for the type.
- B. The Authority will specify in each case whether a test flight is required for the renewal of a C of A, taking in consideration the circumstances.
- C. Flight tests associated with the renewal of C of A shall be conducted in accordance with an airworthiness flight test schedule prepared for the aircraft type, approved by the Authority and conducted by personnel acceptable to the Authority.
- D. 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 which forms part of the Certificate of Airworthiness


4.6 RENEWAL OF THE CERTIFICATE OF AIRWORTHINESS

- A. When the Authority is satisfied that all the applicable regulatory requirements have been complied with, the Certificate of Airworthiness will be renewed.

4.7 PERIOD OF VALIDITY OF A CERTIFICATE OF AIRWORTHINESS

- A. A certificate of airworthiness renewed under Civil Aviation Regulations is valid for 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 when:
 - (1) 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 a type approved by the Authority.

- (2) The aircraft or any of its equipment is not maintained as required by the maintenance programme or schedule approved by the Authority.
- (3) An inspection or modification classified as mandatory by the Authority, state of design/manufacture applicable to the aircraft or of any such equipment has not, been completed as required.
- (4) The aircraft or any such equipment as required for safe operation has sustained damage.

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