



Barbados Civil Aviation
Department

BCAD Document AAC-026

AIRWORTHINESS

ADVISORY

CIRCULAR

**ISSUE AND RENEWAL OF
STANDARD CERTIFICATES OF
AIWORTHINESS**

ISSUE AND RENEWAL OF STANDARD CERTIFICATES OF AIRWORTHINESS

Section 1 General

- 1. Introduction.....4
- 2. Definitions.....4
- 3. Related Material.....4
- 4. Applicability.....4

Section 2 Issue of Certificate of Airworthiness

- 1. Application.....5
- 2. Application Form.....5
- 3. Document Review.....6
- 4. Survey/Inspection of the Aircraft and its documents.....6
- 5. Flight Manual Approval.....6
- 6. Issue of the Certificate of Airworthiness.....7

Section 3 Renewal of Certificate of Airworthiness

- 1. Application.....8
- 2. Document Review.....8
- 3. Survey/Inspection of the Aircraft and its documents.....8
- 4. Renewal of Certificate of Airworthiness.....8
- 5. Payment for C of A.....8

ISSUE AND RENEWAL OF STANDARD CERTIFICATES OF AIRWORTHINESS

SECTION 1. GENERAL

1. INTRODUCTION.

This AAC prescribes the method and requirements necessary to issue or renew a Standard Certificate of Airworthiness in accordance with the requirements of Civil Aviation (Airworthiness) Regulations.

2. DEFINITIONS.

In addition to the definitions in Civil Aviation (Airworthiness) Regulations CA(A)R Part I the following definitions apply:

- (1). **C of A** The Certificate of Airworthiness referred to in CA(A)R Regulation 10.
- (2). **BCARs** The Barbados Civil Aviation Regulations presently in force.
- (3). **BCAD** Barbados Civil Aviation Department.
- (4). **DCA** Director of Civil Aviation.
- (5). **MEL** Minimum Equipment List.
- (6). **FM** Aircraft Flight Manual .
- (7). **AAC** Airworthiness Advisory Circular.

3. RELATED MATERIAL.

The following material is related to the issue and renewal of a C of A and may be consulted as necessary.

- (1) The BCARs.
- (2) This AAC

4. APPLICABILITY.

This AAC applies to all aircraft registered in Barbados or seeking to be registered in Barbados.

SECTION 2. ISSUE OF A CERTIFICATE OF AIRWORTHINESS

1. APPLICATION.

The applicant must inform the BCAD in writing of his intention to certificate the aircraft. The Type Certificate to which the aircraft has been certified shall be identified at this time. The Type Certificate must meet the requirements of the Civil Aviation (Airworthiness) Regulation.

- (a) On receipt of the above notification, the BCAD will commence the certification process by inviting the applicant to a pre application meeting. Applicants who have previously certificated aircraft in Barbados and who are already familiar with the process, may hold discussions over the telephone alternatively.
- (b) At the pre application meeting all aspects of the certification process will be discussed, including the following:
 - (i) The necessity to submit a maintenance programme for approval;
 - (ii) A schedule of events will be raised and agreed upon;
 - (iii) The requirement for any alignment checks to bring the aircraft into alignment with the agreed maintenance programme;
 - (iv) The applicable fee.

The applicant will then be given a certification package which may include some or all of the following:

- 1) AW-050 – Aircraft Certification Requirements and Compliance Statement.
- 2) Form AW-005 – Engineers Report
- 3) AAC-004 – Technical Log
- 4) GAC- BCAD Payment Methods

2. APPLICATION FORM.

2.1. The applicant must submit the following documents to the BCAD:

- (a) Completed Aircraft Certification Requirements and Compliance Statement. AW-050.
- (b) Completed Engineers Report. Form AW-005.
- (c) Original of the Export C of A
- (d) The Flight Manual for approval.
- (e) The Maintenance Programme for approval.
- (f) The Technical Log Sector record Page and deferred defect sheet for approval
- (g) A copy of the noise certificate, if applicable, from the previous state of registry.

NOTE: *The Engineer's Report, must list all Airworthiness Directives applicable to the aircraft, its engines, propellers and equipment and show the method of compliance, when next due if repetitive or the reason for non-compliance*

3. DOCUMENT REVIEW

- 3.1 On receipt of the above forms and documents, the Airworthiness Inspector will carry out an evaluation, which will determine the status of the aircraft. Unsatisfactory documentation will be returned to the applicant.
- 3.2 Once the documentation is satisfactory, the applicant will be contacted by the Inspector to arrange a convenient date on which the aircraft and its documents can be inspected.

4. SURVEY/INSPECTION OF THE AIRCRAFT AND ITS DOCUMENTS

Essential Elements

Inspections will be carried out by Airworthiness, as well as Operations Inspectors. The extent of the inspection will depend on the circumstances and, if applicable, the specific maintenance task being performed. The assessment will be made on the basis of a sample inspection of the aircraft, its equipment, equipment/cockpit layout and records. The degree of depth of such inspections should be influenced by the Inspectors knowledge of the competence and reliability of the engineering staff concerned, the necessity to achieve a high degree of standardisation across individual fleets and, the general standards of workmanship and airworthiness normally achieved by the Organisation involved, after giving due consideration to the origin and history of the aircraft. In conducting any of the inspections covered by this procedure, the Inspector will ensure that the facilities, equipment and technical data are adequate for the work to be undertaken and the personnel involved are appropriately qualified in accordance with the Civil Aviation (General Application and Personnel Licensing) Regulations.

- 4.1 Any deficiencies will be notified to the applicant or his agent at the time of the inspection and then subsequently in writing.
- 4.2 If the deficiencies are such that they would prevent the issue of the Certificate of Airworthiness, this will be indicated quite clearly to the applicant. The C of A will not be issued until the relevant deficiencies have been rectified to the satisfaction of the DCA. The applicant should also note that significant delays in rectifying the deficiencies could result in the complete inspection process starting again.

5. Flight Manual Approval.

- 5.1 Flight Manuals must be specific to individual aircraft, ie they should not contain information that is not applicable to the aircraft they are approved for. This is especially applicable to flight manual supplements. Aircraft for which

supplements are applicable will require submission of a “Flight Manual Supplements” Table of Contents (TOC) as well as a “List of Effective Pages” (LEP). Usually the LEP forms part of the supplement. In cases where the STC holder does not include an LEP with the supplement, the applicant should prepare and include one with his submission. Upon approval of the Flight Manual, the BCAD will stamp “Approved” on the LEP and TOC.

- 5.2 The supplement shall be placed in the respective section of the Flight Manual. Supplements derived from an STC shall bear the number of the supplement in the table of contents, so that they may be readily distinguished from supplements issued by the manufacturer.
- 5.3 Supplements which are not applicable to a particular aircraft or operator, should be removed from the flight manual.

6. ISSUE OF THE CERTIFICATE OF AIRWORTHINESS.

- 6.1 When the Inspector is satisfied that all items have been satisfactorily addressed the Certificate of Airworthiness will be issued.

SECTION 3 – RENEWAL OF A CERTIFICATE OF AIRWORTHINESS

1. APPLICATION.

- 1.1. At least four weeks prior to the expiry of the existing C of A, an operator will apply to the BCAD for the renewal of the certificate by submitting the following:
 - (a). A completed Application Form, Form AW-004;
 - (b). A completed Engineers Report, Form AW-005;
 - (c). A current weight & balance report;
 - (d). A radio flight test report and
 - (e). The appropriate Fee.

2. DOCUMENT REVIEW.

- 2.1 The Inspector will carry out a review of the Engineers Report and if there are any discrepancies or inadequacies in the report it will be returned for correction.
- 2.2 When the Inspector is satisfied that the Engineer's Report is acceptable then the C of A renewal process will proceed to the Survey/Inspection of the Aircraft and its documents.

3. SURVEY/INSPECTION OF THE AIRCRAFT AND ITS DOCUMENTS.

- 3.1 The Inspector will conduct an inspection of the aircraft and its equipment any deficiencies will be notified to the applicant or his agent at the time of the inspection and then subsequently in writing.
- 3.3 If the deficiencies are such that they would prevent the issue of the Certificate of Airworthiness, this should be indicated quite clearly to the applicant. It should also be made clear to the applicant that the C of A will not be issued until the relevant deficiencies have been rectified to the satisfaction of the DCA. Also, it should be pointed out to the applicant that significant delays in rectifying the deficiencies could result in the complete inspection process starting again.

4. RENEWAL OF THE CERTIFICATE OF AIRWORTHINESS.

- 4.1. When the Inspector is satisfied that all requirements have been met and all applicable deficiencies have been addressed, the Certificate of Airworthiness will be renewed for a further 12 months.

5. Payment for C of A

Operators are reminded of our existing policy that you are required to submit your applications (engineer's reports) for C of A renewal, at least four weeks in advance of the expiry date of your current C of A, in order for your C of A to be renewed on time.

Submission of your paperwork on time will assist the BCAD in proper planning and ensure timely C of A renewals. It is also therefore essential that your aircraft are ready for inspection at the agreed upon time. Applications will not be processed until verification of payment has been made by our accounts department in accordance with the following criteria:

VERIFICATION OF PAYMENT:

- a) **Cash** – Applications will be processed upon submission
- b) **Cheque submitted to the BCAD** – Applications will be processed upon submission. All cheques must be made payable to the Permanent Secretary, Ministry of International transport.
- c) **Wired payment** – Applications will not be processed until the BCAD confirms with the Ministry that the funds are received.