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**SUBJECT: RENEWAL OF A CERTIFICATE OF AIRWORTHINESS**

**DATE: 24/07/2015**

## **1. PURPOSE**

This Instruction 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 Instruction is applicable to all owners/operators of aircraft registered in Cabo Verde.

## **3. REFERENCES**

CV-CAR 5

## **4. GUIDANCE AND PROCEDURES**

### **4.1 APPLICATION FOR CERTIFICATE OF AIRWORTHINESS RENEWAL**

4.1.1 An application for renewal of a Certificate of Airworthiness shall be completed on AAC Form FS.AER.08 and be submitted to the Authority at least 30 days prior to the expiry of the certificate.

4.1.2 The application for renewal should be made by the registered owner, representative or an agent who has an authorization letter from the registered owner.

4.1.3 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**

4.2.1 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

4.3.1 In addition to the C of A renewal application form FS.AER.08, 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) Lified 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) Changes / Revisions to Electrical Load Analysis;
- (13) Changes to the aircraft Noise characteristics;
- (14) A C of A renewal test flight schedule report (as may be required);
- (15) Completed AAC form FS.AER.43 Aircraft Status Report;
- (16) Any other documents as the Authority may require.

4.3.2 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

4.4.1 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;

4.4.2 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.

4.4.3 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**

4.5.1 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.

4.5.2 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.

4.5.3 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.

4.5.4 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**

4.6.1 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**

4.7.1 A certificate of airworthiness renewed under Civil Aviation Regulations is valid for twelve months. However, a shorter period may be specified by the Authority.

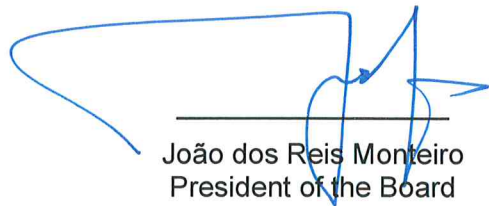
4.7.2 A certificate of airworthiness shall cease to be in force at the expiry date as indicated there on and when:

(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;

*Renewal of a Certificate of Airworthiness*

- (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.



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João dos Reis Monteiro  
President of the Board

**ANNEX A - APPLICATION FOR THE ISSUE, RENEW AND VALIDATE A CERTIFICATE OF AIRWORTHINESS**

 <p><b>AAC</b> AGÊNCIA DE AVIAÇÃO CIVIL</p>	<p align="center"><b>APPLICATION FOR THE ISSUE, RENEW AND VALIDATE A CERTIFICATE OF AIRWORTHINESS</b></p>	Reference:	FS.AER.08
		Revision:	Revision 1
		Date:	21-07-2015

**Notes:**

(i) An application for the issuing, renewing and validation of a standard or restricted certificate of airworthiness must comply with the provisions of regulation CV-CAR Part 5.

(ii) The original application must be submitted to the AAC

(iii) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.

**Mark the appropriate block for the application Type:**

Application for issue of a certificate of airworthiness

Application for amend a certificate of airworthiness

Application for validation of a certificate of airworthiness

**1. PARTICULARS REGARDING THE OPERATOR/APPLICANT (custody and control of aircraft)**

1.1 Full name (Co. Representative):

1.2 Operator/Company (if applicable):

1.3 Full business/residential address:

1.4 Name of person who can be contacted for further information concerning this application:

1.5 Position:

1.6 Postal address: Telephone number: Fax number:

1.7 Owner name (if different from the operator)

1.8 Owner address:

1.9 Owner Postal address: Telephone number: Fax number:

**2. AIRCRAFT DESCRIPTION**

2.1 Registration Marks:	2.11 Total FH :	Total FC :
2.2 Country of manufacture/State of Design:	2.12 Registr. Marks affixed per CV-CAR Part 4: <input type="checkbox"/> Yes <input type="checkbox"/> No	
2.3 Date of manufacture:	2.13 Total FH for 12 month period prior to application:	
2.4 Type Certificate No:	2.14 Aircraft equipment installed iaw CV-CAR Part 7:	
2.5 Manufacturer:	2.15 Previous C of A Category:	
2.6 Type and Model designation:	2.16 Previous C of A expire date (dd-mm-yyy):	
2.7 Manufacturer's serial number:	2.17 Previous C of A Country of issue:	
2.8 New or used:	2.18 C of A Category Requested.:	
2.9 Maximum certified Take-off Weight (kg):	2.19 Aircraft location for AAC inspection:	
2.10 Seating accommodation (including crew):		

**3. APPLICANT DECLARATION**

I hereby declare that the particulars entered on this application and the attached AAC Form FS.AER.06A Aircraft Importation and Certification are accurate in every respect and that all the requirements of the approved maintenance schedule, appropriate Airworthiness Directives (or equivalent notices) and special inspections have been complied with.

The enclosed fee of \_\_\_\_\_ is in accordance with the latest Scale of Charges and I agree to be responsible for the payment of any other charges relating to this application.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Print Name	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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**4. AAC Use Only : RECOMMENDATION TO ISSUE/RENEW/VALIDATE A CERTIFICATE OF AIRWORTHINESS**

4.1 Registration Marks:	4.2 Type and Model designation:	4.3 Serial number:	4.4 Original Issue date:
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4.5 The above referenced aircraft and its documents have been inspected and evaluated in accordance with the Civil Aviation (Airworthiness) Regulations currently in force and It is recommended that the Certificate of Airworthiness be **ISSUED / RENEWED/VALIDATED** for a period of \_\_\_\_\_ in the following category:

Standard Certificate of Airworthiness :

Normal;  
  Utility;  
  Acrobatic;  
  Transport;  
  Balloon;  
  Other\_\_\_\_\_

Special Certificate of Airworthiness :

Restricted;  
  Other.

and for the following purpose:

Commercial Air Transport (Passenger)  
 Commercial Air Transport (Cargo)  
 Aerial Work  
 General aviation

**OR**

It is recommended that the Certificate of Airworthiness **NOT BE ISSUED / RENEWED** for the following reasons:

.....

.....

.....

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> AAC Inspector name	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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**Airworthiness Department Manager**

I hereby **Approve** the Issue / Renew/Validation of the Certificate of Airworthiness of this aircraft for a period of ..... with effect from .....

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> AAC Responsible name	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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**5. AAC Use Only : RECEIPT**

5.1 Fee receipt of payment received (dd-mm-yyyy):	5.2 Received by:
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**ANNEX B - AIRCRAFT STATUS REPORT**

	<b>Aircraft Status report</b>	Reference:	FS.AER.043A
		Revision:	Revision 1
		Date:	21-07-2015

Aircraft Situation on Date: \_\_/\_\_/\_\_

**1. Aircraft data**

Aircraft Registration: D4-	Hours/Cycles flown since last renewal of Airworthiness Certificate:		
Manufacturer:	Aircraft Type and Model:	Manufacture Date:	
Registered Owner:		Registered lease holder/Operator:	
Category Required of Airworthiness Certificate:		Expiry Date of Airworthiness Certificate:	
Aircraft last weighed on date:		Compass Swing carried out on:	
Next Scheduled date:			

AIRCRAFT			
Serial Number			
Total Time Since New (TTSN)			
Total Cycles Since New (TCSN)			
Type Certificate Number/Rev/Date			
Identify last major inspection and date completed:	Type:	Date:	__FH/__CY
Hours and time remaining to next major check	Type:	Date:	__FH/__CY
Additional Noteworthy Information: <i>Use additional paper as required.</i>			

ENGINE(s)	Engine # 1		Engine # 2	
	RGB	TBM	RGB	TBM
Manufacturer				
Model Number				
Serial Number				
Manufacture Date				
Type Certificate Number/Rev/Date				
Total Time Since New (TTSN)				
Total Cycles Since New (TCSN)				
TBO (per manufacturer)				
Total Time Since Overhaul (TTSO)				
Total Cycles Since Overhaul (TCSO)				
Overhauled/Repaired by: (Organization Name and approval Number)				

Additional Noteworthy Information: Use additional paper as required.

(last repair/overhaul date, unit FH/CY, Form one (or equivalent) number)

PROPELLER(s)	Propeller # 1	Propeller # 2	Propeller # 3	Propeller # 4
Manufacturer				
Model Number				
Serial Number				
Manufacture Date				
Type Certificate Number Number/Rev/Date				
Total Time Since New (TTSN)				
TBO (per manufacturer)				
Total Time Since Overhaul (TTSO)				
Overhauled/Repaired by: (Organization Name and approval Number)				

Additional Noteworthy Information: Use additional paper as required.

(last repair/overhaul date, unit FH/CY, Form one (or equivalent) number)

AUXILIARY POWER UNIT (APU)	
Manufacturer	
Model Number	
Serial Number	
Manufacture Date	
Type Certificate Number Number/Rev/Date	
Total Time Since New (TTSN)	
Total Time Since Overhaul (TTSO)	
Total Cycles Since New (TCSN)	
Total Cycles Since Overhaul (TCSO)	
Overhauled/Repaired by: (Organization Name and approval Number)	

Additional Noteworthy Information: Use additional paper as required.

(last repair/overhaul date, unit FH/CY, Form one (or equivalent) number)

LANDING GEAR	LLG1		RLG2		NLG	
	Life limit	TBO component	Life limit component	TBO component	Life limit component	TBO component
Part Name						
Serial Number						
Part Number						
Manufacture date						
Cycles since new and cycles since OVH						



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Potential						
Date of last Overhaul						
Remaining to next perform						
Overhauled/Repaired by: (Organization Name and approval Number)						
Additional Noteworthy Information: <i>Use additional paper as required.</i> <i>(last repair/overhaul date, unit FH/CY, Form one (or equivalent) number)</i>						

**2. Scheduled Inspections accomplished since last renewal of Airworthiness Certificate**

Inspection Type	W.O	AC FH/CY	Date (dd-mm-yyyy)
1)			
2)			
3)			
4)			
The Aircraft has been maintained by the :			
Approved Line Maintenance Organisation _____ Approval n°: _____ Expire date: _____			
Approved Base Maintenance Organisation _____ Approval n°: _____ Expire date: _____			
Approved Maintenance Schedule Reference: _____ Revision No: _____ Approval Date: _____			

**3. Airframe/Engine/Prop/Components/Appliances - Airworthiness Directives accomplished since last renewal of Airworthiness Certificate** (use additional pages if required and include here the document reference):

Number	Description	W.O	AC Hours	Date (dd-mm-yyyy)

**4. Airframe/Engine/Prop/Components– Mandatory SBs accomplished since last renewal of Airworthiness Certificate:**

Number	Description	W.O	AC Hours	Date (dd-mm-yyyy)

**5. Repairs, Defects accomplished since last renewal of Airworthiness Certificate :**

Description	W.O	Repair Classification	AC Hours	Date (dd-mm-yyyy)

**6. Modifications accomplished since last renewal of Airworthiness Certificate:**

Description	W.O	Modification Classification		Date (dd-mm-yyyy)

**7. Incidents, faults, malfunctions and defects since last renewal of Airworthiness Certificate :**

Description	Date (dd-mm-yyyy)	AC Hours	Ref. Report to AAC	Final Report Ref. and date

**8. Aircraft equipment installation or equipment changes since last renewal**

Equipment	Description	W.O	Date (dd-mm-yyyy)

**Note:** For each required item, additional lines should be inserted to include all maintenance activity since last COFA renewal

**9. Aircraft Documents**

Nº	Document	Document reference	Issue Date
1.	Certificate of Insurance		
2.	C of Registration/ C of Airworthiness/ Radio Station Licence/ Noise Certificate		
3.	Airframe/engine/propeller log books (First and last page and log-Books entries must be updated and certified)		
4.	Status of compliance with the Approved Maintenance Program for aircraft, engines, propellers, landing gear and associated equipment (including all letter checks and out of phase checks).		
5.	TBO components Status for aircraft, engine, propeller		
6.	Life limit parts Status for aircraft, engine, propeller		
7.	Radio/Nav equipment status		
8.	Corrosion Control Program Compliance		
9.	Allowable Differed Defects Clearance Current		
10.	Last Major Maintenance Certificate of Release to Service :		
11.	Current Certificate of Release to Service (if different from 1 above)		
12.	Last Shop visit (inspection /repair and overhaul) Authorized Release to Service form for Engine / Propeller and Landing Gear		
13.	Technical Records – Complete and Updated		
14.	Last Weight and Balance Report		
15.	AD's Compliance for airframe, engine, propellers and components:		
16.	Mandatory Service Bulletins Compliance for airframe, engine, propellers and components:		
17.	Major and Minor Repairs Status for airframe, engine, propellers and components:		
18.	Major and Minor Modification Status for airframe, engine, propellers and components:		
19.	Electrical Load analysis report alterations		
20.	Minimum Equipment List (MEL) updated with the last revision of MMEL		
21.	Aircraft Flight Manual / Pilot Operating Hand Book current with the aircraft configuration		
22.	Continuous Airworthiness Maintenance Program updated with the last revision of MPD and MRBR		
23.	Maintenance Manual status		
24.	Standby Compass Swing Status		
25.	ELT registration updated and battery status		
26.	Report of the annual inspection of FDR/CVR system iaw CV-CAR 7.H.105(d)(ii)		
27.	Emergency Safety Equipment ( <i>Emergency equipment Layout and the Maintenance Status of each emergency equipment installed</i> )		
28.	Statement of Compliance CV-CAR Part 7		

N°	Document	Document reference	Issue Date
29.	Status of all incidents and reportable faults, defects and malfunction		
30.	List of all Concessions/Deviations/ Exemptions granted		
31.	Last Reliability Board report		
32.	Test Flight Report (where Applicable)		

**Note:** All required aircraft documents and manuals must be made available for assessment at the time of the AAC aircraft survey. The aircraft should be under cover and should have sufficient cowlings and panels removed / open to facilitate the survey.

**10. Applicant Certification**

<b>Maintenance Certification</b> (Should be Approved Maintenance Organization after 30 June)		
<p>I hereby certify that all inspections and work necessary to ensure the continued airworthiness of this aircraft have been carried out, recorded, certified and the aircraft conforms to its Type Certificate Data Sheet No. _____ Issue/Rev _____ and the aircraft is serviceable and considered satisfactory for the renewal of the Certificate of Airworthiness.</p> <p>Due regard has been taken of the age, condition, utilisation and/or storage conditions; I confirm that compliance has been verified with the Approved Maintenance Programme; Airworthiness directives; Manufacturers’ Service bulletins or equivalent; Prescribed periods between Overhaul, Component service life limitations (LLP); Modification and repairs requirements; Test or Calibration; Work previously certified in the relevant records; Mandatory Requirements and the applicable Regulation.</p>		
_____	_____	_____
Maintenance Organisation Name /Approval No.	Maintenance Organisation Authorised Person Title/ Name and Signature	Date (d-m-y)

<b>Operation (Pilot) Certification</b>		
<p>I hereby certify that I have flown this aircraft on __/__/__ Flight Schedule n°: _____ and that the behaviour and performance of the aircraft and its equipment, communications and navigational aids conforms to the manufacturers’ or airworthiness authority stated operation and performance.</p>		
_____	_____	_____
Name	Signature	Date (d-m-y)

<b>Quality Certification</b>		
<p>The above referenced aircraft and its documents have been inspected and evaluated in accordance with the Civil Aviation Regulations currently in force and It is considered satisfactory for the renewal of the Certificate of Airworthiness.</p>		
_____	_____	_____
Representative Name	Signature	Date (d-m-y)