

Application for the issue of a Permit to Fly

1 Introduction

- 1.1 This Airworthiness Notice provides information to aircraft maintenance organisations, operators and licensed aircraft maintenance engineers on the procedures associated with the application for the issue of Permit to Fly to an aircraft registered in the Seychelles.
- 1.2 In April 2007 the Seychelles Civil Aviation Authority (SCAA) issued Civil Aviation Directive SCAA CAD-AIRW/7-1. This Directive incorporates the European Commission Regulation (EC) No 748/2012 of 3 August 2012, as amended, as the standard applicable in the Seychelles for the Certification of aircraft and related products, parts and appliances. The detailed Regulation is specified in Annex Part 21 to this regulation and the respective subparts. Annex 21 Subpart P is the Regulation applicable to the issue of Permits to Fly.
- 1.3 Following evaluation, the SCAA has determined that the provisions of Annex 21 Subpart P are not directly applicable to aircraft registered in the Seychelles and as an Exception to Annex 21 Subpart P, the procedures contained in this Airworthiness Notice apply as the alternative Seychelles technical standard for all applications associated with the issue of Permits to Fly.

2 General

- 2.1 Seychelles registered aircraft normally operate with a valid Certificate of Airworthiness issued in accordance with Regulation 6 (2) b of the Seychelles Civil Aviation (Safety) Regulations, 2017 which satisfies international requirements when operating in other territories as well as the Seychelles. Under certain circumstances operators may wish to operate when there is no Certificate of Airworthiness in force for an aircraft. In such cases an aircraft may not comply with the applicable airworthiness requirements but is capable of safe flight under defined conditions.

Note: Under certain circumstances an aircraft may fly wholly within the Territory of the Seychelles without a Certificate of Airworthiness being in force under the provisions of "A" Conditions or "B" Conditions of the Civil Aviation (Safety) Regulations, 2017. In such cases the procedures in this Airworthiness Notice do not apply.

- 2.2 The purposes for which an application for a Permit to Fly may be made are as follows:
 - (i) Flying an aircraft to a place where maintenance is to be performed or for storage or,
 - (ii) the Certificate of Airworthiness has become temporarily invalid for example as the result of damage or other technical problems or,
 - (iii) test flying is required to support approval of the design of the aircraft or a modification/repair to an aircraft or,
 - (iv) test flying or other work is required for the aircraft to qualify for the issue of a Seychelles Certificate of Airworthiness.

- 2.3 Notwithstanding that an aircraft does not comply with the applicable airworthiness requirements it is the responsibility of an applicant for a Permit to Fly to provide substantiating technical information to the SCAA to show that the aircraft can safely carry out the intended flight(s). Where an application involves an aircraft with structural or other damage or inoperative systems beyond what is permitted by the MEL the applicant must provide information on any specific limitations that will apply to the flight.

3 Supporting information

The application for a Permit to Fly shall include full details of the configuration and status of the aircraft together with technical justification for the intended flight(s) taking account of the following circumstances, as applicable:

- 3.1 For applications concerning an aircraft which has previously been issued with a Certificate of Airworthiness that has expired or has become temporarily invalid because the aircraft is overdue for scheduled or other maintenance and a ferry flight is required to a place where the maintenance is to be carried out. The applicant will need to provide full details of the maintenance due and how long the aircraft has been out of service. If the maintenance due requires compliance with an airworthiness directive (AD) then justification for the flight without compliance with AD will need to be provided. For an aircraft which has been parked under a care and maintenance programme the applicant will need to submit a proposal detailing maintenance that will be carried prior to the ferry flight.
- 3.2 For applications concerning an aircraft which has previously been issued with a Certificate of Airworthiness that has become temporarily invalid due to damage inflicted in service. The nature and extent of the damage will need careful assessment to determine whether a ferry flight can be conducted safely. Except for minor structural damage covered by the structural repair manual the applicant must provide a technical justification for the flight supported by the type certificate holder or a suitably approved Part 21 Subpart J approved design organisation. This technical justification should include any limitations and/or conditions that will affect the flight. Examples of limitations can include non-pressurised flight, reduced operational weights, reduced manoeuvre limits etc. Where such conditions are specified these will be included as conditions on the Permit to Fly by the SCAA.
- 3.3 For applications concerning an aircraft which has previously been issued with a Certificate of Airworthiness which has become temporarily invalid due to the installation of a modification that requires a test flight or check flight for the modification to be approved. In this case the responsible Part 21 Subpart J approved design organisation will specify the flight tests or checks that are required in support of approval of the design and this information shall be included in the application together with details of any tests that require test piloting skills. Where specific test piloting skills are required, details of crew for the flights shall be provided for acceptance by the SCAA.
- 3.4 For applications concerning an aircraft which has been registered in the Seychelles in agreement with the SCAA prior to all the work necessary for the issue of Seychelles Certificate of Airworthiness being completed and for which the applicant requires to ferry the aircraft to a facility where this work is to be accomplished. The applicant will need to provide a report to the SCAA regarding the maintenance status of the aircraft together with proposals detailing any maintenance necessary for the ferry flight.

4 Operational considerations

- 4.1 In all cases an applicant will need to consider whether there are any operational issues associated with the proposed flight(s). When a ferry flight involves operations that are not strictly in accordance with an operator's standard operating procedures (SOP) there is an increase in risk which will need to be assessed by the applicant and where necessary risk mitigating measures put in place. For example, structural damage may require un-pressurised flight and specific performance/loading limitations. Another example is flight

with both air conditioning packs inoperative in which case the flight will be un-pressurised and restricted to flight in non-icing conditions.

- 4.2 An applicant will need to demonstrate to the SCAA that effective co-ordination between their operations and engineering departments has ensured that all risks have been considered and where necessary mitigating measures implemented. This may include briefings and notices to crew to ensure that they are fully aware of the configuration of the aircraft together with any limitations and differences in procedures that will apply for the duration of the flight(s). Under certain circumstances the operator may elect to use a particular crew who are experienced in ferry operations. This information should be provided to the SCAA with the application. If there are no specific operational measures, this should be stated.
- 4.3 All flights conducted under the provisions of a Permit to Fly are non-revenue flights and the carriage of or cargo and passengers will not be permitted unless that person is essential to the purpose of the flight and has been advised of the contents of the authorization and the airworthiness status of the aircraft. This will be included as a limitation of the Conditions of the Permit to Fly.
- 4.4 All flights should be conducted within the performance operating limitations prescribed in the aircraft flight manual and any additional limitations specified by the Authority for the particular flight;
- 4.5 The aircraft shall carry the minimum flight crew specified in the Aircraft Flight Manual and as mandated by the SCAA. The flight crew shall be appropriately licenced, acceptable to the SCAA.
- 4.6 The aircraft shall not fly over a congested area of a city, town or settlement, except in accordance with procedures which have been approved by the Authority in relation to that specific flight.

5 Airworthiness requirements

- 5.1 Prior to a flight being made under the provisions of Permit to Fly, a Flight Release Certificate shall be issued which declares that the aircraft is in a condition for safe flight in accordance with the associated conditions to the Permit to Fly. The format of a Flight Release Certificate is shown in Appendix No 1 to this Notice.
- 5.2 The validity of the Flight Release Certificate shall be stated but shall not exceed 14 days. If the airworthiness condition of the aircraft is changed during the period of validity, the certificate shall be re-issued. Each certificate shall be issued in duplicate, a copy of the certificate should be kept on board the aircraft at all times when operating under the terms of the permit and one copy retained elsewhere than in the aircraft.
- 5.3 The Flight Release Certificate shall be issued only by one of the following:
 - a) The holder of an appropriately type rated aircraft maintenance engineer's licence granted or rendered valid in the Seychelles by the SCAA and who has been specifically authorised by the SCAA for the purpose.
 - b) The holder of a valid and appropriate authorisation issued by an organisation approved under Part 145 or Part M Subpart F as appropriate, and in accordance with the terms of that authorisation.
 - c) A person authorised by the SCAA as being competent to issue such certification in a particular case.
- 5.4 Any maintenance performed on an aircraft whilst operating on a Permit to Fly will require the issue of a Certificate of Release to Service in accordance with the applicable Seychelles Regulations.

Application and issue of Permit to Fly

Application and issue of Permit to Fly

- 5.6 An application for a Permit to Fly shall be made to the SCAA Airworthiness Section on SCAA AIR FORM , see Appendix No 2 to this Notice. A copy of this form can be downloaded from the SCAA web site www.scaa.sc
- 5.7 The SCAA reserves the right to carry out a survey of the aircraft and/or associated records to verify the airworthiness of the aircraft prior to the issue of a Permit to Fly and may specify additional inspections and/or tests where considered necessary.
- 5.8 Any costs incurred as a consequence of inspecting an aircraft or investigating the records prior to the issue of a Permit to Fly will be met by the applicant.
- 5.9 The SCAA shall issue a Permit to Fly together with the associated Conditions when satisfied that the aircraft is capable of conducting the flight(s) safely. The Permit to Fly shall be valid for a period not exceeding one month
- 5.10 A Permit to Fly does not satisfy the ICAO Convention on International Civil Aviation for a Certificate of Airworthiness. The Permit to Fly will include an Exemption allowing the aircraft to operate over or into the territories of another State subject to obtaining prior permission from the State. If an aircraft owner/operator intends to take off or land or over fly the territory of another State then permission from the State(s) concerned must be obtained before the flight takes place.
- 5.11 This airworthiness notice supersedes Airworthiness Notice 13 issue 4 November 2017.

Appendix No 1

Format of a Flight Release Certificate

Flight Release Certificate	
Aircraft Type:
Aircraft Registration:
Serial Number:
<p>It is hereby certified that the aircraft defined hereon has been inspected and is considered fit for flight provided it is properly loaded.</p>	
<p>This Certificate is associated with SCAA Permit to Fly No and is valid from..... until..... or until the airworthiness condition of the aircraft is altered, whichever is earlier.</p>	
Licence / Authorisation No.	Date:
Signed:
Name (<i>Print</i>):	
Organisation:
Organisation Approval Number

Notes:

- 1 This Certificate shall be issued to an aircraft that is to be flown under the provisions of a Permit to Fly issued by the SCAA.
- 2 The period of validity shall not exceed 14 days.
- 3 The Certificate shall be issued in duplicate, a copy of the certificate should be kept on board the aircraft at all times when operating under the terms of the applicable permit and one copy kept elsewhere than in the aircraft.
- 4 If the airworthiness condition of the aircraft is affected during the period of validity the Certificate shall be re-issued.

Appendix 2



APPLICATION FOR THE ISSUE OF A PERMIT TO FLY

Applicant and aircraft details
Name:
Address:
.....
Telephone No:
Aircraft Registration: **S7**-..... Serial No:.....
Aircraft Type:

Purpose of the flight (Note 1)

Flight information
Expected target date(s) of the flight(s).....Duration.....
From.....to.....
Note: If a series of flights is to be carried out please provide separate details

Aircraft status and configuration (Note 2)

Aircraft flight release (Note 3)

Declaration
I hereby declare that to the best of my knowledge the particulars entered on this application are accurate in every respect.
Name of applicant.....Position.....
Signature.....Date.....

Notes for the completion of the application form for issue of a Permit to Fly

- 1 The aircraft owner/operator should provide full details for the reason for the flight, i.e. maintenance check due, modification to be embodied/tested, engine(s)/propellers to be changed, Airworthiness Directive non-compliance, aircraft has been damaged, etc.
- 2 The aircraft owner/operator is responsible for ensuring that the aircraft is capable of conducting the proposed flight(s) safely. Full technical details of the status and configuration of the aircraft must be provided to the SCAA to justify this. For flights of a damaged aircraft or for flights with systems inoperative beyond what is permitted by the MEL technical concurrence from the type certificate holder or an appropriately approved Part 21 Sub J Design Organisation should be provided.
- 3 Subject to the application for a Permit to Fly being acceptable to the SCAA the aircraft must be certified as fit for the intended flight by the issue of a Flight Release Certificate. The aircraft owner/operator must provide information in respect of the authorised person or approved maintenance organisation acceptable to the SCAA who will be responsible for issuing the Flight Release Certificate. SCAA Airworthiness Notice 13 refers.
- 4 The Aircraft registration markings shall be clearly displayed in accordance to Seychelles aviation requirements for Seychelles registered aircraft. For Aircraft other than registered in the republic of Seychelles, registration markings shall be displayed on the aircraft in conformity with the requirements of their state of registry.
- 5 The SCAA reserves the right to inspect the aircraft prior to issuing a Permit to Fly. Any costs incurred as a consequence of inspecting an aircraft or the records prior to the issue of a Permit to Fly will be met by the applicant.
- 6 The aircraft shall not fly over a congested area of a city, town or settlement, except in accordance with procedures which have been approved by the Authority in relation to that flight
- 7 A Permit to Fly does not satisfy the ICAO Convention on International Civil Aviation for a certificate of airworthiness therefore if an aircraft owner/operator intends to take off or land or over fly the territory of another State then permission from the State(s) concerned must be obtained before the flight takes place.
- 8 The completed application form is to be sent to the Seychelles Civil Aviation Authority, Safety Regulation Division, Airworthiness Inspectorate, P.O Box 181, Mahe, Seychelles.