

Renewal of Certificate of Airworthiness

1 Purpose and scope

The Civil Aviation Directive CAD-AIRW/7-1 incorporates the Annex Part 21 to the European Commission Regulation No 748/2012 of 3 August 2012 as amended, as the technical standard applicable in the Seychelles for the certification of aircraft and related products, parts and appliances. The detailed requirements applicable to the issue of Certificate of Airworthiness are specified in Part 21 Subpart H.

The Civil Aviation Directive CAD-AIRW/10 incorporates the Annex I (Part M) to the European Commission Regulation No 1321/2014 of 26 November 2014 as amended, as the technical standard applicable in the Seychelles for the continuing airworthiness of aircraft and components.

Following evaluation, the SCAA has determined that not all of the provisions of Part 21 Subpart H and Part M are directly applicable to aircraft registered in the Seychelles. The procedures contained in this Airworthiness Notice apply as the Seychelles alternative for all applications associated with the renewal of Certificates of Airworthiness.

Where the validity of a Certificate of Airworthiness has expired for a period greater than six months, a new Certificate of Airworthiness will be required. The Airworthiness Notice 12 will be applied.

2 Application and eligibility

An application for the renewal of a Certificate of Airworthiness shall be made to the SCAA Airworthiness Inspectorate using the SCAA AIR FORM 8A together with the requisite fee. A copy of this form can be downloaded from the SCAA web site (www.scaa.sc).

The application for the renewal of a Certificate of Airworthiness should be made at least 6 (**six**) weeks in advance of the date of expiry of the current certificate.

The application form SCAA AIR FORM 8A make provisions for a Pre-CoA inspection date and signature that allows the applicant to confirm to the Authority that they have carried out a Pre-CoA audit prior to the CoA Renewal exercise. It may also be used to request an extension to the validity of the Certificate of Airworthiness in case of unforeseen operating circumstances whereby the aircraft is not available for inspection. Any request for an extension must be accompanied with a Risk Assessment, and a report indicating the aircraft compliance status in terms of aircraft flight hours, maintenance checks, Airworthiness Directives and components life limitations. This report shall be signed by an appropriately authorised person. Subject to the acceptability of the submission, the SCAA will sign and stamp the application form, indicating the extended validity date. This form must be kept on board with the Certificate of Airworthiness during the period of extension until the renewal is completed.

Prior to the renewal of a Certificate of Airworthiness the SCAA will investigate the aircraft and its associated documents and records, verifying that the aircraft has remained compliant with the applicable certification standards and continuing airworthiness requirements during the period since the last issue or renewal of the Certificate of Airworthiness.

To avoid any delays in the renewal process, the applicant shall ensure that the audit date is set as early as possible but not more than 2 (Two) weeks from the date of application. All applicable documentation required in paragraph 3 of this Airworthiness Notice is ready and made available to the SCAA at the time of the audit. The documentation review will preferably take place at the operator’s location where the aircraft records are kept.

The applicant shall make the aircraft available to the SCAA for inspection prior to the renewal of its Certificate of Airworthiness. The applicant will contact the SCAA to arrange a date for inspection of the aircraft and to establish the aircraft configuration required for the inspection.

See Fig 1 below for ease of reference.

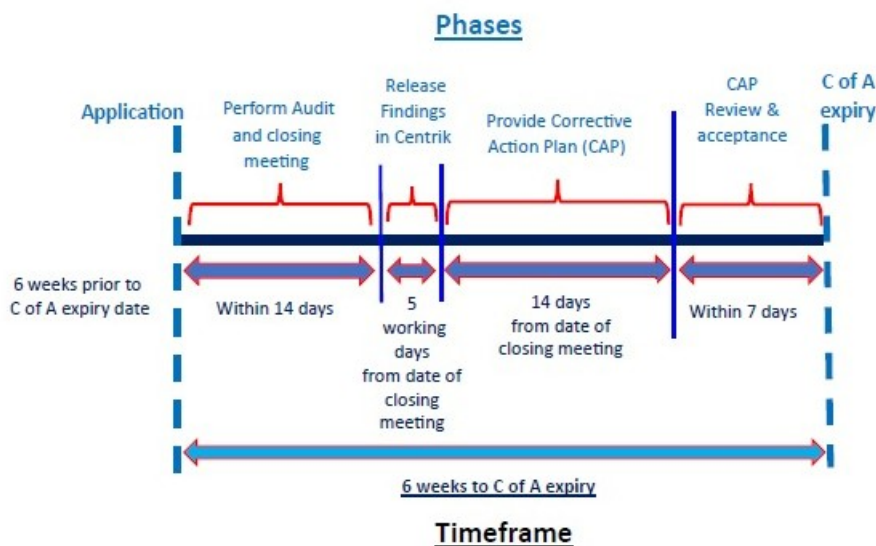


Figure 1 – Management of C of A Audit

When satisfied that the aircraft has remained compliant, the SCAA will renew the Certificate of Airworthiness for a further period.

3 Airworthiness review

The applicant will prepare the following documentation for SCAA review.

Maintenance history

A summary of all scheduled and un-scheduled maintenance checks carried out since the last Certificate of Airworthiness issue or renewal.

The summary will indicate the maintenance checks carried out and provide a cross reference to the work packages or work orders where the detailed records and certificates of release to service are shown.

Airworthiness Directives

A status summary of all airworthiness directives applicable to the aircraft, engines, propellers and appliances, and carried out since the last Certificate of Airworthiness issue or renewal.

The applicability of Airworthiness Directives in the Seychelles is addressed in the Airworthiness Notice 19. The summary will include the following information as a minimum:

- Reference and revision number
- Subject
- Compliance Status whether due or terminated giving the date of compliance, or whether not applicable giving the reason
- The period (date, cycles, hours) when last complied with and the next due period (date, cycles, hours) for repetitive Directives
- All steps and their current status shall be recorded for Directives with multiple mandatory actions

The status summary shall be signed by an authorised person acceptable to the SCAA.

Airworthiness limitation items and Certification Maintenance Requirements

A status summary is required providing the following evidence:

- Airworthiness Limitation Items and Certification Maintenance Requirements are complied with and the prescribed limits have not been exceeded.
- Life limited components are properly controlled and that the time when replacement, overhaul or other maintenance action is next due is specified by date, hours or cycles as applicable for each component.

The status summary shall be signed by an authorised person acceptable to the SCAA.

Modifications

A record summary of all modifications embodied since the last Certificate of Airworthiness issue or renewal.

This record will include service bulletins, major changes and any other local or minor modifications. Except for service bulletins issued by the original equipment manufacturer, evidence of approval in accordance with Airworthiness Notice 20 will be verified.

Repairs

A record summary of all repairs embodied since the last Certificate of Airworthiness issue or renewal.

Except for repairs carried out in accordance with the Structural Repair Manual, full details of the repair scheme together with evidence of approval in accordance with Airworthiness Notice 20 will be made available for verification.

Aircraft Flight Manual or equivalent

The Aircraft Flight Manual or equivalent document as specified by the Type Certificate holder must reflect the current configuration of the aircraft. The manual, including any temporary revisions, must be at the current revision status published by the Type Certificate holder and, where applicable, by the Supplemental Type Certificate holder(s).

Weight and Balance report and Schedule

A copy of the last weighing report is to be provided if the aircraft has been weighed since the last Certificate of Airworthiness issue or renewal. For aircraft below and above 5700 kg MTOW and used for Commercial Air Transport, the weighing interval must not exceed 4 years (CAT.POL.MAB.100).

Flight testing and check flights

Where applicable a flight test to an acceptable check flight schedule may be carried out for aircraft less than 5700kg MTOW, in which case a copy of the flight test report will be provided to the SCAA.

Log books

Log books for the aircraft, engine, APU and propeller, as applicable, must be up to date and available for review.

The entries in the log books should be in accordance with the requirements of the Civil Aviation (Safety) Regulations, 2017 and the Civil Aviation Directive CAD-AIRW/10. In particular, the airframe, engine and propeller flying hours, and associated flight cycles, as applicable, shall be shown as correctly recorded since new and since the last major check.

4 Aircraft inspection

The aircraft survey is intended to establish the condition and conformity of the particular aircraft and will sample various structures/systems and installations together with the associated technical records. The applicant is therefore required to provide the necessary personnel and equipment to assist in the inspections required by the SCAA Inspector.

The aircraft should be presented in a clean condition, in a protected environment and in a configuration to facilitate the inspection such that,

- Doors, cowlings, panels are opened or removed for access to areas such as engine, cargo, landing gears, rotor hub, main gearbox, propeller.
- Electrical power is available.
- Slats/flaps are extended.
- Platforms/lifts, docking are available.

5 Closing Meeting

After the completion of the audit, the airworthiness inspector will conduct a closing meeting in the presence of the relevant Nominated Persons. The purpose of this closing meeting is to summarise all findings raised during the audit and agree on the timelines for finding closure.

6 Findings

All findings shall be released in CENTRIK not later than 5 working days after the closing meeting. Any findings of non-compliance raised during the audit will require to be addressed accordingly prior to renewal of the Certificate of Airworthiness.

The inspector will indicate findings which require immediate action during closing meeting. When submitting corrective actions plan, an applicant shall include where relevant the root cause analysis and the preventive actions for the finding. The applicant shall provide a comprehensive Corrective Action Plan not more than 14 days after the findings have been released on Centrik.

7 Notice revision

This airworthiness notice supersedes Airworthiness Notice 16 issue 12 February 2023.