



Advisory Circular

CAA-AC-AWS003D

July 2018

CERTIFICATE OF AIRWORTHINESS – RENEWAL

1.0 PURPOSE

This Advisory Circular (AC) 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.

2.0 REFERENCES

- 2.2 Regulations 12 of the Civil Aviation (Airworthiness) Regulations, 2018.
- 2.3 Form: AC-AWS002A
AC-AWS002B
AC-AWS002C

3.0 GUIDANCE AND PROCEDURES

3.1 Application for C of A Renewal

- 3.1.1 An application for renewal of a Certificate of Airworthiness should be completed on Form: AC-AWS 002A and be submitted to the Authority at least 14 days prior to the expiry of the certificate.
- 3.1.2 The application for renewal should be made by the registered owner, representative or an agent who has an Authorization letter from the registered owner.
- 3.1.3 It is required that the renewal application form is submitted with proof of payment of the prescribed C of A renewal fee.

3.2 C of A Renewal Pre-Requisites

- 3.2.1 The aircraft continued airworthiness depends upon:
 - a) the aircraft being maintained in accordance and in compliance with the aircraft maintenance program approved by the Authority;
 - b) the aircraft being in compliance with all applicable state of manufacture mandatory modifications, inspections and airworthiness directives; and

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

3.3 C of A Renewal Application and Documents Evaluation

3.3.1 In addition to the C of A renewal application form, the applicant is required to submit the following documents for evaluation:

- a) The aircraft Airworthiness Directives (AD) status report.
- b) A statement of compliance with the authority requirements and manufactures service bulletins.
- c) Aircraft previous twelve (12) months maintenance review report.
- d) Liferated components status report.
- e) Current Mass and Balance schedule report.
- f) Copy of latest major scheduled maintenance certificate release to service.
- g) Copy of the current certificate of release to service (if different from (f) above).
- h) Record of the aircraft equipment and systems installations.
- i) Copy of the current aircraft Radio Station licence.
- j) Current Stand-by compass swing schedule report. (as may be required).
- k) Copy of the aircraft certificate of insurance.
- l) A C of A renewal test flight schedule report (as may be required).
- m) Aircraft Status Report on **Form: AC-AWS002B**
- n) Current Annual readout reports for Cockpit Voice Recorder and Flight Data Recorder.
- o) Current Pitot Static System Test Report.
- p) Any other documents as the Authority may require.

3.3.2 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.

3.4 C of A Renewal Aircraft Inspection

3.4.1 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;

3.4.2 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.

- 3.4.3 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.

3.5 C of A Renewal or Validation Flight Test Requirements

- 3.5.1 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 will 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.
- 3.5.2 Operators that have identified these maintenance activities and indicated their frequency in the maintenance programs and can produce proof of compliance at the C of A renewal application may be allowed to apply for the C of A renewal test flight requirement exemption.
- 3.5.3 In the absence of the provisions of 3.5.1 and 3.5.2 above, the Authority shall require a flight test to be carried out to determine conformity with the airworthiness requirements at the C of A renewal application.
- 3.5.4 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.
- 3.5.5 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.

3.6 Renewal of the C of A

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

3.7 Period of Validity of a Certificate of Airworthiness

- 3.7.1 A certificate of airworthiness renewed under Civil Aviation Regulations is valid for twelve months. However, a shorter period may be specified by the Authority.
- 3.7.2 A certificate of airworthiness shall cease to be in force at the expiry date as indicated there on and when:
- a) 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.
 - b) The aircraft or any of its equipment is not maintained as required by the maintenance programme or schedule approved by the Authority.

- c) 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.
- d) The aircraft or any such equipment as required for safe operation has sustained damage.



Kenya Civil Aviation Authority

APPENDIX 1

Form: AC-AWS002A

APPLICATION FOR ISSUE / RENEWAL OF A CERTIFICATE AIRWORTHINESS			INSTRUCTIONS - Print or type. Submit original only to the Authority. If additional space is required use an attachment.			
I. AIRCRAFT DESCRIPTION	1. NAME OF AIRCRAFT OWNER		2. ADDRESS OF OWNER			
	3. NATIONALITY		4. NAME AND ADDRESS OF OPERATOR			
	5. MANUFACTURER		6. YEAR OF MANUFACTURE			
	7. STATE OF DESIGN		8. REGISTRATION MARKS			
	9. DESCRIPTION OF AIRCRAFT:	(a) New or Used	(b) Type	(c) Series		
		(d) Manufacturer's Serial Number	(e) Type of Engine	(f) Number of Engines fitted		
(g) Type of Propeller (where applicable):		(h) Seating accommodation (including crew):	(i) Avionics installed: (attach equipment Form)			
10. MAXIMUM TAKE-OFF MASS OF AIRCRAFT		11. Noise Certification meets appropriate Provisions of AIW CARs Yes NO (attach certificate)				
II. PARTICULARS OF THE	12. DETAILS OF CURRENT CERTIFICATE OF AIRWORTHINESS	(a) State of Origin of Certificate		(b) Number of the Certificate		
		(c) Type of Certificate (Normal or export)		(d) Date of Issue of Certificate		
	13. DETAILS OF CERTIFICATE APPLIED FOR	(a) Commercial Air Transport (passengers)		(b) Commercial Air Transport (Cargo)		(c) Aerial work
		(d) General Aviation		(f) Special Operations (specify)		
14. Renewal Only: Hours flown since C of A issue or last renewal : _____ hours flying						
15. NAME AND ADDRESS OF APPROVED ORGANIZATION/LICENSED AIRCRAFT MAINTENANCE PERSONNEL WITH WHOM AIRCRAFT IS AVAILABLE FOR INSPECTION						
<p>I hereby declare that the particulars entered on this application and its appendices are accurate in every respect and the aircraft mentioned above complies with all Regulatory Requirements for ISSUE / RENEWAL a Certificate of Airworthiness</p> <p>NAME OF COMPANY REPRESENTATIVE: _____ SIGNATURE: _____ DATE: _____</p>						

Aircraft Equipment and System Installation Form CAA-AWS-002B and the Aircraft C of A Issue / Renewal Report Form CAA-AWS-002C Should be Filled and Submitted with this Application Form

APPENDIX 2

THE CERTIFICATE OF AIRWORTHINESS RENEWAL

AIRCRAFT STATUS REPORT

Aircraft Registration		Report Date	
Aircraft Type	Constructors No	Date of Manufacture	
Category Required of Airworthiness Certificate		Present Expiry Date of Airworthiness Certificate	
Aircraft Total Time	Landings	at Date	
Hours Flown since last renewal of Airworthiness Certificate	Aircraft last weighed on date	Mass/ C.G. Schedule dated	
Compass Swing carried out on		Check Swing carried out on	
Details of Significant Repairs, Defects, and Modifications since Manufacture / last Renewal of Airworthiness Certificate (use additional pages if required): <hr/> <hr/> <hr/>			
The aircraft/Engine(s)/Propeller(s) and associated Equipment have been checked for compliance with all Approved Scheduled Maintenance Mandatory Service Bulletins, Airworthiness Directives Maintenance activities that required pre-certification test flight: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____			
Note: Insert N/A wherever any item is not applicable.			

This Aircraft has been maintained by:
 The Aircraft Maintenance Program/Schedule Reference:

Details of Checks Carried out since last Renewal Application

Check	A/F Hrs	Date

Engine Particulars

Engine Make/Type

Model TBO

.....

Engine Position	Time/Cycles Since New	Time /Cycles Since O-haul	Time/Cycles Remaining

Propellers Particulars

Propeller Make/Type

Model No. TBO

Prop. Position	Time Since New	Time Since O-haul	Time Remaining

APU Particulars

APU Make/Type

Model No. TBO

APU Position	Time Since New	Time Since O-haul	Time Remaining

APPENDIX 2 – Cont

AIRCRAFT/ENGINES/PROPELLERS/APU/EQUIPMENT
Mandatory Service Bulletin / Airworthiness Directive Compliance Record
Effective since last Airworthiness Certificate and Repetitive:

AD/SB Number	Rev	Subject	Date & Hrs at Compliance	Method of Compliance	One Time	Repetitive	Next Due Date/Hours

Certified that the above mentioned Bulletins and Directives have been complied with on this aircraft in accordance with the requirements contained therein

Note: (Use additional pages as required).

AUTHORISED PERSON CERTIFICATION

I hereby certify that all Inspections and Work necessary to ensure the continued airworthiness of this aircraft have been carried out, recorded and certified and the aircraft is in an airworthy condition and fit for Issue / Renewal of the Certificate of Airworthiness.

Due regard has been taken of the age, condition, utilisation and/or storage conditions; Compliance with the Approved Maintenance Schedule; Manufacturers’ Service bulletins or equivalent; Prescribed periods between Overhaul, Test or Calibration; Work previously certified in the relevant records; Mandatory Requirements and the applicable Legislation.

Name: _____

Signature: _____ Date: _____

Authority No: _____

AIRCRAFT SYSTEMS AND EQUIPMENT, INSTALLATIONS			
When applying for the initial issue/ renewal of Certificate of Airworthiness, the applicant shall be required to complete the items listed in this Appendix.			
1. NAME OF APPLICANT		2. AIRCRAFT TYPE	
5. REGN. MARKS – CURRENT OR ALLOTTED		4. PREVIOUS MARKS (if any)	3. SERIES
		6. MANUFACTURER’S SERIAL NUMBER	
SYSTEM, INSTALLATION OR EQUIPMENT DETAILS			
(1) Pressurization system		(2) Automatic flight control and guidance systems	(3) Special Operations (specify) <input type="checkbox"/>
(4) Electric power generators:	(a) Engine-driven:		(b) Helicopter transmission-driven:
	(i) DC only (including alternators with built-in rectification)		(i) DC only (including alternators with built-in rectification)
	(ii) DC and AC		(ii) DC and AC
	(iii) AC only, frequency range		(iii) AC only, frequency range
(5) Main batteries	(a) Nickel/Cadmium	(b) Lead/acid	(c) Number fitted
(6) Oxygen	(a) Installed		(b) Portable
(7) Engine fire detection system		(8) Portable fire extinguishers	
(9) Stall detection and warning system		(10) Fuel quantity indicating system	
(11) Ice and rain protection systems		(12) Flight data recording systems	
(13) Emergency lighting system			
(14) Anti-collision lighting system	(a) Rotating beacons		(b) Strobe lights
(15) Compasses	(a) Remote reading		(b) Direct reading
(16) Communication	(a) VHF		(b) HF
(17) Automatic navigation system		(18) Rotor low rpm warning system (helicopters only)	
(19) Emergency Locator Transmitter (ELT)			
(20) GPWS / EGPWS			
(21) ACAS (TCAS Version 7.1):			
(22) Systems installed for agricultural purposes			
OTHER INFORMATION			
(23) Are there provisions for installation of safety harnesses at:	(a) Flight crew seat positions? Yes <input type="checkbox"/> No <input type="checkbox"/>	(b) Cabin crew seat positions? Yes <input type="checkbox"/> No <input type="checkbox"/>	(c) Passenger seat positions? Yes <input type="checkbox"/> No <input type="checkbox"/>
	NO <input type="checkbox"/>		

(24) Are there provisions for carrying external loads? Yes <input type="checkbox"/> No <input type="checkbox"/>	(25) Are there provisions for glider towing? Yes <input type="checkbox"/> No <input type="checkbox"/>	(26) State total fuel capacity (in kg)
(27) Give details of equipment, other than that listed in 1 to 18, which has been introduced by modification action (state manufacturer and type)		
(27) Give details of changes, if any, introduced in the flight manual, as a result of modification action		