

TTCAA Advisory Circular

Subject: AIRWORTHINESS CERTIFICATE AND SPECIAL FLIGHT PERMIT
TTCAA Advisory Circular TAC- 022E
Date: 2013/09/27

PURPOSE

1. (1) The purpose of this TTCAA Advisory Circular (TAC) is to provide policy and guidance associated with airworthiness certification, issue and renewal of a Trinidad and Tobago Airworthiness Certificate and issue of a Special Flight Permit. This TAC also includes information on the requirements for Flight Tests and Airworthiness approvals for export.

(2) TAC-022E replaces and supersedes TAC-022D which is now cancelled and should be destroyed.

TTCAR REFERENCES

2. (1) Under TTCAR No.5:10(1) an operator of a Trinidad and Tobago aircraft shall not operate such aircraft in civil aircraft operations unless the Authority has issued an Airworthiness Certificate in respect of that aircraft certifying it to be airworthy. TTCAR No.5:11 prescribes the basic requirements for issue of an Airworthiness Certificate for a Trinidad and Tobago aircraft. Use of the terminology “Airworthiness Certificate” is equivalent to the previously expressed “Certificate of Airworthiness” under previous aviation regulations. Appendix 1 is a sample copy of an Airworthiness Certificate issued under TTCAR No. 5.

(2) Under TTCAR No.5:15, an Airworthiness Certificate is valid for one year. This regulation also prescribes the requirements for renewal of an Airworthiness Certificate.

(3) TTCAR No.5:12 prescribe the basic requirements for issuing a Special Flight Permit to the operator of a Trinidad and Tobago aircraft where the aircraft is capable of safe flight but unable to meet the applicable airworthiness requirements. TTCAR No.2:6 remind operators that when a Special Flight Permit is issued for an aircraft the aircraft must be operated in accordance with the limitations issued with that Special Flight Permit.

APPLICATION FOR AIRWORTHINESS CERTIFICATE

Pre-Requisites

3. (1) TTCAA Form TF-036 (Appendix 2) is required to be completed whenever an Airworthiness Certificate is issued or amended. The application for a Trinidad and Tobago Airworthiness Certificate should be made by the registered owner or an agent who has a notarized letter of authorization from the registered owner. Before an Airworthiness Certificate can be issued, the applicant is required to show that -

- (a) The aircraft conforms to a type design approved under a Type Certificate and applicable Supplemental Type Certificate of the applicable State of Design;

- (b) All applicable Airworthiness Directives (ADs) have been complied with and the aircraft has been inspected within the last thirty days in accordance with the TTCARs and found to be airworthy by persons authorized by the TTCAA to make such determinations;
- (c) The aircraft conforms to the type design and is in a condition for safe operation;
- (d) The aircraft has been flight tested, as required;
- (e) The aircraft meets the acceptable and equivalent type design standards of the established international airworthiness codes from among the FARs, JARs, CARs and BCARs applicable to its type design and is in a condition for safe operation.
- (f) Any alterations were accomplished in accordance with an approved STC or other approved data acceptable to the TTCAA; and
- (g) If altered while in another category, the aircraft continues to meet, or has been returned to its approved type design configuration and is in a condition for safe operation.

SUMMARY OF PROCEDURES FOR INITIAL ISSUE OF AIRWORTHINESS CERTIFICATE

4. The following is a summary of the procedures for the initial issue of an Airworthiness Certificate:

- (a) The applicant is required to –
 - (i) Complete and sign the appropriate sections of TTCAA Form TF-036 prior to submitting it to the TTCAA;
 - (ii) Specify the design standards and airworthiness requirements to which the aircraft type was certified;
 - (iii) Make the aircraft available at a time and place acceptable to the TTCAA for checks and inspections by the TTCAA;
 - (iv) Provide personnel and equipment to satisfactorily perform the checks and inspections at (iii);
 - (v) Make available for inspection by the TTCAA all relevant records of previously completed inspections, maintenance, flight tests and calibrations; and
 - (vi) Prepare a “Folder” with a Table of Contents, separators and TABS to include the documents listed in Appendix 7.

Aircraft Log Book

5. The applicant is required, in respect of every aircraft to be issued an Airworthiness Certificate, to provide the log books or equivalent records for examination by the TTCAA and the Aircraft Flight Manual or acceptable equivalent document relating to the aircraft. In addition where the Authority determines that the Airworthiness code of the previous State of Registry has deviated from the requirements of the State of Design, the applicant will be required to submit a statement from the airworthiness authority of the State of Design certifying such departures from the national certification requirements as may have been authorized.

Documents For Retention By TTCAA

6. The applicant is required to provide the following documents for examination and retention

by the TTCAA:

- (a) A copy of the Type Certificate and the Type Certificate technical data sheets or acceptable equivalent documents;
- (b) A copy of the Export Airworthiness Certificate and the current Airworthiness Certificate;
- (c) A copy of the flight manual or acceptable equivalent document;
- (d) A copy each of the manufacturer's maintenance, overhaul and repair manuals and illustrated parts catalogues;
- (e) A complete set of all manufacturer's service bulletins or equivalent documents issued in respect of the aircraft;
- (f) A copy of the crew operations manual;
- (g) A copy of the mass and balance report;
- (h) A flight test report for the avionics systems;
- (i) A flight test report for the aircraft;
- (j) A copy of the maintenance review board report for the aircraft type;
- (k) An electrical load analysis covering all services;
- (l) Unless held by the applicant and available for examination, a complete set of wiring diagrams covering all electrical and radio installations; and
- (m) Where applicable, a copy of the master minimum equipment list (MMEL).

Revision Of Manuals

7. (1) The applicant will be required to make the necessary arrangements with aircraft and engine manufacturers for the provision to the TTCAA of amendments to the manuals provided for retention by the TTCAA together with any service bulletins that may be issued from time to time.

PERIOD OF VALIDITY OF AN AIRWORTHINESS CERTIFICATE

8. (1) An Airworthiness Certificate issued by the Authority is valid for one year. It ceases to be valid if the aircraft, or such of its equipment as is necessary for the airworthiness of the aircraft, is overhauled, repaired or modified or if any part of the aircraft or such equipment is removed or is replaced in a manner or with material of a type which has not been approved by the TTCAA, either generally or in relation to a class of aircraft or to the particular aircraft.

(2) The Airworthiness Certificate will also cease to be valid until completion of required inspection of the aircraft, or any components which are considered by the TTCAA to be necessary for the purpose of ascertaining whether the aircraft remains airworthy, or until completion to the satisfaction of the TTCAA of any modifications of the aircraft or its components considered necessary by the TTCAA for the purpose of ensuring airworthiness of the aircraft.

RENEWAL OF AN AIRWORTHINESS CERTIFICATE

9. (1) The application for the renewal of an Airworthiness Certificate should be -

- (a) Made on Form TF-37 (Appendix 3); and
- (b) Accompanied by the prescribed fee.

(2) The continued validity of an Airworthiness Certificate shall be dependent upon -

- (a) The Trinidad and Tobago aircraft being maintained in an airworthy condition in accordance with the requirements of these Regulations;
- (b) The Authority being granted access to the Trinidad and Tobago aircraft to determine continued compliance with these Regulations; and
- (c) The Trinidad and Tobago aircraft being operated within the performance and operating limitations of its approved Aircraft Flight Manual.

SUMMARY OF PROCEDURE FOR RENEWAL OF AN AIRWORTHINESS CERTIFICATE,

10. (1) An application for renewal of an Airworthiness Certificate should be completed and submitted to the TTCAA at least **thirty (30) days** prior to the expiry of the certificate. The following is a summary of the procedures:

- (a) The applicant is required to make the aircraft available, at a time and place acceptable to the TTCAA, for such checks and inspections required by the Authority;
- (b) The applicant is required to provide the necessary personnel and equipment so that required checks and inspections may be satisfactorily carried out;
- (c) All relevant records of previously completed inspection, maintenance, flight test and calibration are to be made available for inspection by the TTCAA;
- (d) The mass of the aircraft would need to be determined;
- (e) The applicant may be required to carry out a flight test to prove satisfactory functioning of the avionics; and
- (f) The performance and handling qualities of the aircraft should be tested in flight to schedules approved by the TTCAA.

(2) The applicant is required to ensure that all the documents required by paragraph 6 have been provided for examination and retention by the Authority.

(3) The applicant for renewal of an Airworthiness Certificate is required to provide the following documents for TTCAA examination:

- (a) A copy of an Engineer's report giving details of the work done since the last renewal of the Airworthiness Certificate. This report should be completed on form TF-042 (sample at Appendix 4) and include the following information:
 - (i) A record of the work accomplished since the last renewal of the certificate;
 - (ii) A record showing details of major checks carried out since the last renewal of the certificate;
 - (iii) A record of airframe, engine and propeller flying hours as follows:
 - (A) The total flying hours for the airframe since new and the flying hours since the last renewal;
 - (B) The total flying hours for the engine(s) since new and the flying hours since the last overhaul;
 - (C) The total flying hours for the propeller(s) since new and the flying hours since the last overhaul;
 - (iv) A record showing compliance with service bulletins, modifications and airworthiness directives or their equivalent; and
 - (v) A record of major component changes;

- (b) A mass and balance report, which should include a copy of the mass determination record, the mass and centre of gravity schedule and a list of the basic equipment;
- (c) A flight test report for the avionics system; and
- (d) A flight test report for the aircraft.

GENERAL REQUIREMENTS FOR AIRWORTHINESS FLIGHT TEST

11. General airworthiness flight tests, as distinguished from type certification flights, are generally required for:

- (a) Aircraft under investigation for the issue of an Airworthiness Certificate which have previously been issued with an Airworthiness Certificate by a Contracting State;
- (b) Aircraft being flown for an airworthiness flight test for renewal of an Airworthiness Certificate; and
- (c) Aircraft under investigation for the approval of modifications incorporated after the issue of an Airworthiness Certificate.

FLIGHT TESTS FOR THE ISSUE OF AN AIRWORTHINESS CERTIFICATE

12. When an application is made for the issue of an Airworthiness Certificate, flight tests should have been completed in the originating State from which the aircraft is being purchased or leased to a flight test schedule acceptable to the TTCAA to establish compliance with:

- (a) The airworthiness requirements of the originating State;
- (b) Such other conditions prescribed by the TTCAA as special conditions for the issue of an Airworthiness Certificate;
- (c) In certain circumstances the TTCAA may require special flight tests to be carried out to determine conformity with the national airworthiness requirements. If this procedure is necessary, the applicant would be notified and should arrange for the tests to be conducted by personnel acceptable to the TTCAA;
- (d) The flight test schedules for the special test should be prepared by the applicant and require the approval of the TTCAA; and
- (e) The applicant must submit to the TTCAA the results of the special tests in a flight test report acceptable to the TTCAA.

FLIGHT TESTS FOR THE RENEWAL OF AN AIRWORTHINESS CERTIFICATE

13. (1) Flight tests associated with the renewal of an Airworthiness Certificate shall be conducted in accordance with an airworthiness flight test schedule prepared for the aircraft type and approved by the TTCAA. The flight tests are required to ensure that the aircraft's flight characteristics and its functioning in flight do not differ significantly from the normal performance for the type. Flight performance should be checked against the appropriate sections of the flight manual which is fully amended to current standards.

(2) At the conclusion of an airworthiness flight test in connection with renewal of the Airworthiness Certificate, the test report shall be prepared in a manner acceptable to the TTCAA and must include the results of tests specified in the airworthiness flight test schedule, as well as a statement of observed performance versus flight manual performance for the same configuration and atmospheric conditions.

(3) Airworthiness flight test reports must be submitted to the TTCAA. If any phase of the tests needs to be repeated, the TTCAA would give notification of requirements.

FLIGHT TEST AFTER MODIFICATION

14. (1) If, in the opinion of the TTCAA, a modification is likely to affect the flight characteristics, performance or functioning in flight of the aircraft, the TTCAA may decide that special flight tests are required. If so decided, the flight test schedule would include:

- (a) Tests necessary to establish compliance with the appropriate airworthiness requirements. In particular cases other tests, not confined to flight tests, may be necessary to prove that the modification has not adversely affected airworthiness requirements; and
- (b) Flight tests necessary to provide information for inclusion in the flight manual and in other documents associated with the Airworthiness Certificate.

(2) At the conclusion of a flight test, a flight test report must be prepared in an approved form which must include the results of the tests specified in the flight test schedule for the aircraft concerned.

(3) Flight test reports must be submitted to the TTCAA for approval. If examination of a flight test report reveals that certain tests need to be repeated, the TTCAA would give notification of requirements.

FLIGHT TEST PERSONNEL

15. (1) The airworthiness flight tests specified above must be carried out by pilots and crew approved for the purpose by the TTCAA. They must be appropriately licenced for the particular type of aircraft concerned and competent to conduct the tests laid down in the airworthiness flight test schedule.

(2) Except where the TTCAA 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 Airworthiness Certificate (flight manual).

AIRWORTHINESS APPROVALS FOR EXPORTS

General

16. An exporter of an aircraft or an aeronautical product is normally required to obtain an export airworthiness approval from the civil aviation authority of the State in which the aircraft is registered or in the case of a new aircraft or an aeronautical product, the State of Manufacture. The export approval is normally revalidated by the civil aviation authority of the importing State. A number of States have identified certain special requirements or conditions to which the aircraft or aeronautical product must conform before they will validate the export approval issued by the exporting State. In many cases, information on such special requirements or conditions is not readily available. It is therefore important that the exporter obtains the necessary information on any special requirements or conditions from the civil aviation authority of the importing State.

Special Requirements

17. The administrative requirements which must be satisfied as a condition of shipment at the time of export are generally referred to as special requirements, and include, for example, the requirement for an Export Airworthiness Certificate for the aircraft, copies of log books, flight

manuals, etc. When a product does not meet the special requirements of the importing State, the exporter should obtain a written statement from the civil aviation authority of the importing State indicating acceptance of the deviation. This statement should accompany each application for an Export Airworthiness Certificate. Guidance for the application and issue of an Export C of A is included in Appendix 5.

Special Conditions

18. Any additional design requirements considered necessary by the importing State in addition to the requirements of the exporting State to provide a level of safety and environmental quality (including noise) equivalent to what is provided by the importing State's certification basis are referred to as special conditions. These additional conditions should be included in the Type Certificate data sheet. When any of the special conditions cannot be satisfied, the exporters must obtain a statement from the civil aviation authority of the importing State indicating that it will accept the deviation.

Classification Of Products For Export

19. An exporter or an authorized representative may obtain an export airworthiness approval. For this purpose the products may be classified as follows:

- (a) Class I product — a complete aircraft, aircraft engine or propeller which has been type certified in accordance with the appropriate airworthiness requirements and for which the necessary Type Certificate data sheets or equivalent have been issued.
- (b) Class II product — a major component of a Class I product, such as wing, fuselage, empennage surface, etc., the failure of which would jeopardize the safety of a Class I product or any part, material or system thereof.
- (c) Class III product — any part or component which is not a Class I or Class II product or a standard part. In the case of an aircraft, the export approval is normally issued in the form of an export Airworthiness Certificate. For other products, it may be issued in the form of airworthiness approval tags. Both should include, among other things, the conformity certification and should indicate whether the product is new, newly overhauled or used.

Note.— When the term “newly overhauled” is used to describe the product it means that the product has not been operated or placed in service, except for functional testing, since having been overhauled, inspected and approved for return to service in accordance with the appropriate airworthiness requirements.

Issue Of Export Airworthiness Certificate

20 The Export Airworthiness Certificate for an aircraft should not cover the flight approval for a foreign registered aircraft. Before an aircraft is flown, the certificate should be either revalidated or replaced by a new certificate issued by the new State of Registry, and a Special Flight Permit or equivalent document for export delivery should be issued by the CAA of the exporting State.

APPROVALS FOR SPECIAL FLIGHTS

21. (1) TTCAR No.5:12 makes provisions for the TTCAA to issue a Special Flight Permit, providing the aircraft is capable of safe flight, for the purpose of:

- (a) Relocating the aircraft to a base where repairs, modifications or maintenance are to be performed, or to a point of storage;
- (b) Delivering or exporting the aircraft, subject to the approval of the States concerned;
- (c) Evacuating the aircraft from an area of impending danger, or in cases of *force majeure*; or
- (d) At any other times determined by the TTCAA.

(2) Application for a Special Flight Permit should be submitted on form TF-039 provided for this purpose (Appendix 6), or in letter form with the words "Application for Special Flight Permit" clearly marked and indicating at least the following:

- (a) The name and address of the registered owner of the aircraft;
- (b) The make, model, serial number and registration marks of the aircraft;
- (c) The purpose of the flight;
- (d) The proposed itinerary;
- (e) The crew required to operate the aircraft;
- (f) Details of non-compliance with applicable airworthiness requirements;
- (g) Any restriction the applicant considers necessary for safe operation of the aircraft; and
- (h) Any other information considered necessary by the TTCAA for the purpose of prescribing operating limitations.

(3) Since a Special Flight Permit is issued to cover operation of an aircraft which may not meet airworthiness standards established by ICAO or the State of Registry, appropriate limitations must be prescribed to minimize hazard to persons or property. To enable determination of these limitations, the TTCAA may make or require the applicant to make appropriate inspections or tests. Because of the different kinds of operations involved, there may be differences in the detailed limitations. However, the following limitations are considered to be essential in all Special Flight Permit:

- (a) A copy of the Special Flight Permit must be displayed in the aircraft at all times when operating under the terms of the authorization;
- (b) The registration marks assigned to the aircraft by the State of Registry must be displayed on the aircraft;
- (c) Persons or property shall not be carried for compensation or hire;
- (d) No person shall be carried in the aircraft unless that person is essential to the purpose of the flight and has been advised of the contents of the Special Flight Permit and the airworthiness status of the aircraft;
- (e) The aircraft shall be operated only by crew holding appropriate certificates or licenses issued or validated by the State of Registry;
- (f) All flights shall be conducted in accordance with the applicable general operating rules of the States in or over which the operations are conducted;

- (g) All flights shall be conducted so as to avoid areas having heavy traffic or any other areas where flights might create hazardous exposure to persons or property;
- (h) All flights shall be conducted within the performance operating limitations prescribed in the aeroplane flight manual and those additional limitations specified by the State of Registry for the particular flight; and
- (i) All flights shall be conducted prior to the expiry date of the authorization. If the flight involves operations over States other than Trinidad and Tobago, the operator of the aircraft must obtain authorizations from the appropriate authorities of those States prior to undertaking the flight.

GENERAL REQUIREMENTS FOR AIRCRAFT MAINTENANCE AND INSPECTIONS FOR ISSUE OF AIRWORTHINESS CERTIFICATE

22. (1) All work for the maintenance of airworthiness of the aircraft must be carried out under the supervision of appropriately licensed aircraft maintenance personnel or of an organization approved by, or acceptable to, the TTCAA and carried out in a proper manner and in conformity with the requirements, specifications, drawings and instructions relating to the approved design of the subject aircraft;

(2) Full particulars of the work done must be entered in the appropriate log book and a Certificate of Release to Service issued;

(3) When the particulars of the work done occupy so much space that it is not practical to record all details in the space provided in the log book, the details should be entered in a separate maintenance record which should be numbered for identification purposes, and certified in the same manner as that required for the relevant entry in the log book. The reference number of such record should be entered in the log book, together with a brief description of the work to which the record relates;

(4) The applicant should carry out a flight test to prove satisfactory functioning of the avionics;

(5) The performance and handling qualities of the aircraft should be tested in flight, if required, to schedules approved by the Authority; and

(6) The organization referred to in (1) should provide a certification that the aircraft is fit to fly as far as can be reasonably determined from inspections of the aircraft and its records and manuals, and that all applicable airworthiness directives and mandatory modifications and inspections of the State of Design and the Authority have been carried out or certified to have been carried out.

Ramesh Lutchmedial
Director General of Civil Aviation

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APPENDIX 1

(Sample)
AIRWORTHINESS CERTIFICATE

Number

1. Nationality and Registration Marks:	2. Manufacturer and Manufacturer's designation of Aircraft:	3. Aircraft Serial Number:
4. Category:		
5. This Certificate of Airworthiness is issued pursuant to the Convention on International Civil Aviation dated 7 th December 1944, and Trinidad and Tobago Civil Aviation [(No. 5) Airworthiness] Regulations, 2004 in respect of the above mentioned aircraft which is considered to be airworthy when maintained and operated in accordance with the foregoing and the pertinent operating limitations.		
Date of Issue: _____		Signature: _____ f/ Director General of Civil Aviation
6. Date of Expiry: _____		

Note:

- (1) *No entries or endorsements may be made on this certificate except by an authorized person. If this Certificate is lost, the Civil Aviation Authority should be informed at once. Any person finding this Certificate should forward it immediately to the Civil Aviation Authority, Flight Safety Centre, or the Inspectorate Office, Golden Grove Road, Piarco.*
- (2) *Following replacement, this Certificate of Airworthiness will cease to be in force and should be returned to the Flight Safety Centre or the Inspectorate Office, Golden Grove Road, Piarco.*

Form No. TF-041

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APPENDIX 2

APPLICATION FOR INITIAL AIRWORTHINESS CERTIFICATE		INSTRUCTIONS - Print or type. Submit original only to an authorized TTCAA Representative. If additional space is required use additional pages.			
I. AIRCRAFT DESCRIPTION	1. NAME OF AIRCRAFT OWNER		2. ADDRESS OF OWNER		
	3. NATIONALITY		4. NAME AND ADDRESS OF APPLICANT (if other than the aircraft owner)		
	5. NAME AND ADDRESS OF MANUFACTURER		6. PLACE AND YEAR OF MANUFACTURE		
	7. STATE OF DESIGN		8. REGISTRATION MARKS (national or foreign)		
	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	
	10. MAXIMUM TAKE-OFF MASS OF AIRCRAFT		11. Noise Certification meets Characteristics of Annex 16 Vol 1? Yes <input type="checkbox"/> NO <input type="checkbox"/>		
	II. COMPLETE FOR FOREIGN MANUFACTURED AIRCRAFT	12. DETAILS OF AIRWORTHINESS CERTIFICATE:		(a) State of Origin of Certificate	(b) Number of the Certificate
				(c) Type of Certificate (domestic or export)	(d) Date of Issue of Certificate
13. TYPES OF OPERATIONS ENVISAGED:		(a) Transport of passengers <input type="checkbox"/>	(b) Transport of Cargo <input type="checkbox"/>	(c) Aerial work <input type="checkbox"/>	
		(d) Private <input type="checkbox"/>	(f) Special Operations (specify) <input type="checkbox"/>		
14. NAME AND ADDRESS OF APPROVED ORGANIZATION/LICENSED AIRCRAFT MAINTENANCE PERSONNEL WITH WHOM AIRCRAFT IS AVAILABLE FOR INSPECTION					
III. DECLARATION	I Hereby Declare That The Particulars Entered On This Application And Its Appendices Are Accurate In Every Respect				
	NAME OF COMPANY REPRESENTATIVE: _____ SIGNATURE: _____ DATE: _____				
IV. INSPECTORS RECOMMENDATION	RECOMMENDED <input type="checkbox"/>		NOT RECOMMENDED <input type="checkbox"/>		
			Reasons for denial		
NAME: _____ SIGNATURE: _____ DATE: _____					

TTCAA Form TF-036

APPENDIX TO THE APPLICATION FOR INITIAL AIRWORTHINESS CERTIFICATE

INSTRUCTIONS - Print or type. Submit original only to an authorized TTCAA Representative. If additional space is required use additional pages.

AIRCRAFT SYSTEMS, INSTALLATIONS AND EQUIPMENT

When applying for the initial issue of a Airworthiness certificate, the applicant shall be required to complete the items listed in this Appendix.

All items must be completed as appropriate; in cases where items are not relevant, the words "Not applicable" should be entered.

1. NAME OF APPLICANT	2. AIRCRAFT TYPE	3. SERIES
5. REGISTRATION MARKS – CURRENT OR ALLOTTED	4. PREVIOUS MARKS (if any)	6. MANUFACTURER'S SERIAL NUMBER

SYSTEM, INSTALLATION OR EQUIPMENT DETAILS

(1) Pressurization system	(2) Automatic flight control and guidance systems	(3) Cockpit Voice Recorder	
(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) Automatic navigation system	(17) Rotor low rpm warning system (helicopters only)		
(18) Systems installed for agricultural purposes			

OTHER INFORMATION

(19) 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"/>
(20) Are there provisions for carrying external loads? Yes <input type="checkbox"/> No <input type="checkbox"/>	(21) Are there provisions for glider towing? Yes <input type="checkbox"/> No <input type="checkbox"/>		
(22) State total fuel capacity (in kg)	(23) Give details of equipment, other than that listed in (1 to 18), which has been introduced by modification action (state manufacturer and type)		
(24) Give details of changes, if any, introduced in the flight manual, as a result of modification action			

TTCAA Form TF-036

APPENDIX 3

<p align="center">APPLICATION FOR RENEWAL OF AN AIRWORTHINESS CERTIFICATE</p>	<p>INSTRUCTIONS - Print or type. Submit original only to an authorized TTCAA Representative. Use overleaf for additional information preceded by applicable item number.</p>
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PART I	1. Aircraft Type	2. Registration Marks	3. Maintenance Schedule Reference
	4. Types of operations envisaged, (tick as applicable):		
	(a) Transport of passengers <input type="checkbox"/>	(b) Transport of cargo <input type="checkbox"/>	(c) General purpose <input type="checkbox"/>
	(d) Aerial work <input type="checkbox"/>	(e) Private <input type="checkbox"/>	(f) Special Operations (specify) <input type="checkbox"/>
	5. Name and Address of Applicant		
	6. Name and Address of Registered Owner		
	7. Name and Address of Approved Organization/Licensed Aircraft Maintenance Personnel with whom aircraft is available for inspection		
	8. Maximum take-off mass authorized (in kg)		
	9. Details of Avionic Equipment (if fitted)		
	10. Utilization during 12 months prior to date of application: _____ hours flying (required for aircraft whose maximum total mass authorized exceeds 5700 kg)		
<i>Note: This application form must be accompanied by the completed relevant Engineer's Report Form TF-042</i>			
I hereby certify that in carrying out inspection of the above-mentioned aircraft, all the requirements of the approved maintenance schedule, appropriate airworthiness directives and special inspections have been complied with.			
Name of applicant: _____ Signature: _____ Date: _____			

PART II TTCAA OFFICIAL USE ONLY	RECOMMENDED <input type="checkbox"/>	NOT RECOMMENDED <input type="checkbox"/> Reasons for denial

Name of TTCAA Official _____	Signature of the Authority _____	Date _____
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ENGINEER'S REPORT FOR THE ISSUE / RENEWAL OF AN AIRWORTHINESS CERTIFICATE

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/> <hr/>			
The aircraft/Engine(s)/Propeller(s) and associated Equipment have been checked for compliance with all Mandatory Service Bulletins, Airworthiness Directives and Airworthiness Notices to the following Content and Check List Revision(s): (a) Airworthiness Directives effective and issued by State of Design - Document Reference: _____ (b) TTCAA Airworthiness Notices (Issue No.): _____			
Note: Insert N/A wherever any item is not applicable.			

TTCAA Form TF-042

APPENDIX 4

The Aircraft has been maintained by _____

Approved Maintenance Schedule Reference _____ Revision No _____

Details of Checks carried out since last C of A Renewal Application:

Check	A/F Hrs	Date

Check	A/F Hrs	Date

Are Scheduled Time Controlled items within Life Yes No
 If No give details:

Engines, APU and Propeller / Rotor Details:

Engine TBO _____ Propeller/Rotor TBO _____

	No: 1	No: 2	No: 3	No: 4	APU
Engine Type:					
Serial Numbers:					
Total Engine Hours:					
Hours since Overhaul:					
Propeller/Rotor Type:					
Serial Numbers:					
Total Propeller hours:					
Hours since Overhaul:					
Date Fitted:					
Date AWN No: 75 c/w					
Tail Rotor Serial Numbers:					
Hours since Manufacture:					

TTCAA Form TF-042

APPENDIX 4

ENGINEER'S 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: _____

Licence No: _____

PILOTS CERTIFICATION

I hereby certify that I have flown this aircraft and that the behavior and performance of the aircraft and its equipment, communications and navigational aids conform to the TTCAA approved Flight Test Schedule and the Aircraft Flight Manual or TTCAA acceptable equivalent document relating to the aircraft.

Name: _____ Signature: _____ Date: _____

Licence No: _____

The aircraft was last tested to TTCAA Airworthiness Flight Schedule No: _____ on _____ (Date)

NOTE:

The aircraft will normally be tested to the appropriate TTCAA Airworthiness Flight Test Schedule on Issue of Airworthiness Certificate and thereafter at intervals not exceeding twelve months, or after major work or overhaul. A copy of any such test must be attached to this form.

FOR TTCAA USE ONLY

Comments on Engineer's report _____

Report assessed by: _____ Date _____

Flight Test assessed by: _____ Date _____

The Aircraft has been maintained by _____

Approved Maintenance Schedule Reference _____ Revision No _____

TTCAA Form TF-042

APPENDIX 5

APPLICATION FOR AN EXPORT AIRWORTHINESS CERTIFICATE

1. (1) A separate application for an export airworthiness certificate should be made for:
 - (a) Each aircraft;
 - (b) Each engine and propeller, except that one application may be made for more than one engine or propeller, if all are of the same type and model and are exported to the same purchaser and country;

- (2) Each application for export airworthiness certificate of a Class I product should include, as applicable:
 - (a) A statement of conformity, for each new product that has not been manufactured under a production certificate;
 - (b) A mass and balance report, etc., with a loading schedule when applicable, for all transport aircraft. This report should be based on an actual weighing of the aircraft within the preceding 12 months, after any major repairs or alterations to the aircraft. Changes in equipment not classified as major changes that are made after the actual weighing may be accounted for on a “computed” basis and the report revised accordingly. The mass and balance report should include an equipment list showing mass and moment arms of all required and optional items of equipment that are included in the certificated empty mass.”
 - (c) A maintenance manual for each new product when such a manual is required by the applicable airworthiness rules;
 - (d) Evidence of compliance with the applicable airworthiness directives. A suitable notation should be made when such directives are not complied with;
 - (e) When temporary installations are incorporated in an aircraft for the purpose of export delivery, the application form should include a general description of the installations together with a statement that the installation will be removed and the aircraft restored to the approved configuration upon completion of the delivery flight;
 - (f) Historical records such as aircraft and engine log books, repair and alteration forms, etc., for used aircraft and newly overhauled products;
 - (g) For products intended for overseas shipment, the application form should describe the methods used, if any, for the preservation and packaging of such products to protect them against corrosion and damage while in transit or storage. The description should also indicate the duration of the effectiveness of such methods;
 - (h) The aircraft flight manual, when such material is required by the applicable airworthiness regulations for the particular aircraft;
 - (i) A statement as to the date when title passed or is expected to pass to a foreign purchaser; and

(j) The data required by the special requirements of the importing country.

(3) A sample of the application, Form TF-074 is shown.

ISSUE OF EXPORT AIRWORTHINESS CERTIFICATE FOR CLASS I PRODUCTS

2. (1) An applicant may be entitled to an export airworthiness certificate for a Class I product if it is shown that, at the time the product is submitted to the TTCAA for export airworthiness approval, it meets the following requirements, as applicable:

- (a) New or used aircraft manufactured in a particular country should meet the airworthiness requirements of that country, subject to the special requirements of the importing country;
- (b) New or used aircraft should have a valid CAA airworthiness certificate;
- (c) Used aircraft should have undergone an annual type inspection and be approved for return to service. The inspection should have been performed and properly documented within 30 days before the date the application is made for an Export Airworthiness Certificate;
- (d) New engines and propellers should conform to the type design and should be in condition for safe operation;
- (e) The engines and propellers which are not being exported as part of a certified aircraft should have been newly overhauled; and
- (f) The special requirements of the importing country should have been met.

(2) A sample of the export airworthiness certificate, Form TF-075 is shown.

RESPONSIBILITIES OF EXPORTERS

3. An exporter receiving an export airworthiness certificate for a Class I product should:

- (a) Forward to the CAA of the importing country all documents and information necessary for the proper operation of the products being exported, e.g., flight manuals, maintenance manuals, service bulletins, assembly instructions, and such other material as is stipulated in the special requirements of the importing country. The documents, information, and material may be forwarded by means consistent with the special requirements of the importing country;
- (b) Remove or cause to be removed any temporary installation incorporated on an aircraft for the purpose of export delivery and restore the aircraft to the approved configuration upon completion of the delivery flight;
- (c) Secure all proper foreign entry clearances from all the countries involved when conducting demonstrations or delivery flights;
- (d) When title to an aircraft passes or has passed to a foreign purchaser:
 - (i) Request cancellation of the current registration and Airworthiness Certificate, giving the date of transfer of title, and the name and address of the foreign owner;
 - (ii) Return the Certificate of Registration and Airworthiness Certificate to the TTCAA; and
 - (iii) Submit a statement certifying that the Trinidad and Tobago identification and registration numbers have been removed from the aircraft.

**TRINIDAD AND TOBAGO CIVIL AVATION AUTHORITY
APPLICATION FOR AN EXPORT AIRWORTHINESS CERTIFICATE**

Instructions:

This application is to be submitted to the TTCAA when the Class I product(s) to be exported is (are) presented for inspection.

PART I

1. Application is made for an Export Airworthiness Certificate to cover the product(s) described below, which is (are):

New Used (aircraft) Newly overhauled (tick as appropriate)

2. Name and address of exporter

3. Name and address of foreign purchaser

4. Country of destination

5. Description of product(s)

Type	Make and model	Identification number	Serial numbers	Spec. number	Operating time (hours)	
					Since overhaul	Total
(a) Aircraft						
(b) Engines						
(c) Propellers						

6. The aircraft was given a satisfactory flight test on (date):

7. Does the product comply with all applicable CAA regulations, airworthiness directives and other TTCAA requirements?

Yes No (explain in "Remarks")

8. Have applicable special requirements of the importing country been complied with?

Yes No (explain in "Remarks")

9. Has proper preventive treatment been applied to products susceptible to rapid corrosion when being shipped?

Yes No (explain in "Remarks")

10. Remarks:

11. Exporter's certification:

I certify that the above statements are true and that the product(s) described here is (are) airworthy and in condition for safe operation except as may be noted under Item 10 "Remarks", above.

Signature of applicant or authorized representative

Title

Date

Form – TF-074

PART II — Approval (for TTCAA use only)

12. It is considered that the product(s) described in Part I is (are) airworthy and conform(s) to pertinent requirements except as noted in Item 10.

Name of Inspector

Signature

Date

Form – TF-074

EXPORT AIRWORTHINESS CERTIFICATE

Number

THIS CERTIFIES THAT THE PRODUCT IDENTIFIED BELOW AND MORE PARTICULARLY DESCRIBED IN THE RELEVANT TYPE APPROVAL / CERTIFICATE MENTIONED HEREIN HAS BEEN EXAMINED AND AS OF THE DATE OF THIS CERTIFICATE IS CONSIDERED TO CONFORM TO THE DATA FORMING THE BASIS FOR THE TYPE APPROVAL, IS IN A CONDITION FOR SAFE OPERATION AND COMPLIES WITH ANY ADDITIONAL AIRWORTHINESS REQUIREMENTS SPECIFIED BY THE IMPORTING COUNTRY.

FOR EXPORT TO:	THE PRODUCT IS NEW <input type="checkbox"/> USED <input type="checkbox"/>
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PRODUCT	MANUFACTURER	MODEL	SERIAL NUMBER	TYPE APPROVAL / CERTIFICATE NO.
AIRCRAFT				
ENGINES				
PROPELLERS				

ADDITIONAL AIRWORTHINESS REQUIREMENTS
EXCEPTIONS

ISSUED AT	
Name of Inspector: _____ Signature _____ Date: _____ //The Director General, Civil Aviation	

Unless rendered valid by the State of Registry this Certificate does not constitute an authority for the aircraft to be flown. No entries or endorsements may be made to this Certificate except in the manner and by the persons authorised for the purpose.

Form- TF-075

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APPENDIX 6

APPLICATION FOR SPECIAL FLIGHT PERMIT			
Details Of Aircraft Owner			
Name of Owner:		Address of Owner:	
Details of Aircraft			
Make:	Model:	Serial Number:	Registration Marks:
Details of Proposed Flight			
Purpose Of The Flight:		Proposed Itinerary:	
Details Of Crew Required To Operate The Aircraft			
Pilot In Command:	Co-Pilot:	Other Crew:	
Details Of Non-Compliance With Applicable Airworthiness Requirements			
Any Restriction The Applicant Considers Necessary For Safe Operation Of The Aircraft (continue overleaf if required)			
Any Other Relevant For The Purpose TTCAA Prescribing Operating Limitations.			
Name of Company Official: _____		Signature: _____	Date: _____

TTCAA Form TF-039

APPENDIX 7

TABLE OF CONTENTS

- 1.0 Aircraft Documents
 - Certificate of Airworthiness;
 - Certificate of Registration;
 - Radio Licence;
 - Weight and Index;
 - Emergency Equipment Chart;
 - Certificate of Insurance;
 - Noise Certificate;
 - Air Operator Certificate.
- 2.0 LOPA
 - Layout of Passenger Seats for each aircraft type and variant.
- 3.0 Lease Agreement & Power of Attorney
 - Operating Lease Common Terms of Agreement (OCLA);
 - Aircraft Specific Lease Agreement (ASLA);
 - Lessor's Special Power of Attorney.
- 4.0 Sublease Consent Certificate
 - Lessor's Sublease Consent Certificate.
- 5.0 Type Data Sheet
 - Type Certificate Data Sheet.
- 6.0 Foreign Contracting State Approval Letters
 - Noise Certificate;
 - Dispatch Deviation Procedures;
 - Flight Crew Operating Manual;
 - Flight Manual;
 - Certificate of Airworthiness;
 - Certificate of Registration;
 - Radio Station Licence;
 - Operator Maintenance Programme;
 - Air Operator's Certificate.
- 7.0 Export Certificate of Airworthiness
 - Exporting State Export Certificate of Airworthiness.
- 8.0 Aircraft Damage Records
 - Record of Repairs, Dents and Patches.
- 9.0 Flight Data Recorder Readout
 - Flight Data Recorder Transcription Results.
- 10.0 Modification Status
 - Record of Aircraft Modification.
- 11.0 Aircraft History
 - Aircraft Records.
- 12.0 Airframe Airworthiness Directive
 - Record of Airframe Airworthiness Directive.

- 13.0 Engine Airworthiness Directive Status
 - Record of Engine Airworthiness Directive for each engine.
- 14.0 Consignment Stock
 - Spares Consignment delivered with aircraft.
- 15.0 Engine Trend Data
 - Engine Trend Data for each engine.
- 16.0 Maintenance Statement
 - Operations Division Maintenance Statement.
- 17.0 Statement of Compliance with the Civil Aviation [(No. 7) Instruments and Equipment] Regulations, 2004, applicable to the aircraft, including –
 - Standby Magnetic Compass and
 - Standby Magnetic Compass System Test.
- 18.0 Bomb Disposal Check List for each aircraft type and variant.
(maximum certificated take-off mass in excess of 45 500 kg or with a passenger seating capacity greater than 60 and for which the application for certification was submitted on or after 12 March 2000)
- 19.0 Test Flight Results & Rectification.
- 20.0 Burn Certification for all interior material.
- 21.0 Parts Installed List
- 22.0 Electrical Load Analysis – AC /DC
- 23.0 Statements
 - Export C of A Letter;
 - Unapproved Parts;
 - Reduced Vertical Separation Minimum (RVSM);
 - Incident/ Accident;
 - Lubricants used.
- 24.0 RVSM Height Monitoring Results.
- 25.0 Avionics Equipment Installed.
- 26.0 Hard Time Parts Installed.
- 27.0 Initial C of A application and Engineer's Report (TF-042 & TF-036).
- 28.0 Cancellation of Foreign State Registration
 - Deregistration letter.