

## **Issuing of airworthiness documents to newly registered aircraft by the Technical Division (TD) of the Civil Aviation Authority of the Czech Republic (CAA)**

This material is intended for those who require issuing of airworthiness documents for **transferred aircraft** newly registered in Aircraft Register of the Czech Republic (ARCR), and serves as a clarification of the terms of issue of airworthiness documents to a newly registered aircraft.

All conditions of applicable EU Regulations remain in force as well as the conditions for submitting the application at the CAA CZ, including fees payments.

The document describes the various possible solutions, for which it is possible to issue airworthiness documents. It should serve as a guidance to select the optimal solution for the operator/owner of a newly registered aircraft.

### **Notice:**

- The basic condition for the issuance of airworthiness documents to aircraft is the fact that the aircraft has been already registered in the Czech Republic at the time of issue of these documents. The mechanism of registration of the aircraft in the Aircraft Register of the Czech Republic is not addressed in this paper, and instructions on how to register aircraft in the Aircraft Register of the Czech Republic is given in the Flight Division's document at: <http://www.caa.cz/letadla/letecky-rejstrik>.
- **In the case of delivery of the first aircraft of the type/model** to the Czech Republic, the CAA may initiate actions to issue airworthiness documents until the supporting technical documentation for the aircraft type/model is provided, including the provision of the amendment service, and type training of CAA inspectors ensured at the manufacturer or at another approved training organisation. All costs of providing the CAA inspectors' type training for aircraft equipped with one or more turbine propulsion units are borne by the applicant for the issue of Certificate of Airworthiness (see national regulation L7, par. 3.8.3).
- To select one of the options for action to issue the documents of the aircraft according to the following document you should take into account the conditions of the purchase or leasing contracts and possibilities of the Permit to Fly (PtF) for crossing through the non-EU countries where it is necessary to obtain the permission of the local authorities.
- The Maintenance Program for each aircraft must be approved before issuing airworthiness documents.
- CAA CZ requires (according to Commission Regulation (EU) No. 748/2012, par. 21.A.175 and 21.A.715), for aircraft operated under AOC, Czech translation of all placards in passenger cabin and external indication of main and emergency exits, except internal signs "EXIT" for aircraft with MTOW not exceeding 5 700 kg or aircraft certificated for a maximum passenger seating configuration 19.

### **Required documents:**

- [Required documents](#) by CAA CZ before issuing airworthiness certificates for aircraft from EASA member state
- [Required documents](#) by CAA CZ before issuing airworthiness certificates for aircraft from non-member EASA state

### **Basic terms and definitions for the purposes of this document:**

1. Airworthiness documents – the documents issued at the request of the operator/owner in the extent corresponding to the intended type of operation and aircraft category.

For the purposes of this document they include:

- Certificate of Airworthiness (CofA) + Airworthiness Review Certificate (ARC), or
  - Restricted Certificate of Airworthiness (RCofA) + Airworthiness Review Certificate (ARC),
  - Permit to Fly (PtF) or approved flight conditions (FC),
  - Noise Certificate (NC),
  - AFM approval page,
  - approved Emergency Equipment List.
2. Export Certificate of Airworthiness (Export CofA) – an airworthiness document required for aircraft import from EASA non-member states.
  3. Inspection of aircraft – the process comprising of a ground and flight check of the aircraft performed by CAA inspectors (Technical Division (TD)), to verify that aircraft conforms to an approved type design, including changes, and is in a condition for safe operation, in order to issue airworthiness documents.
  4. Aircraft acceptance – the process of aircraft handover from the manufacturer/ seller/ lessor to the buyer/ lessee/ operator based on aircraft inspection, including its documentation, to determine the satisfaction of airworthiness condition by own or contracted organisation.

In the case of a written request for issuing of Certificate of Airworthiness within an aircraft acceptance, payment of costs connected with a travel and a possible stay of CAA-TD inspectors in place the task is performed, this process may involve CAA-TD inspectors.

5. Transferred aircraft – an aircraft, the Certificate of Airworthiness of which has been issued or recognized by the EASA.
6. Aircraft registration in CR – the process of issuing Certificate of Registration based on application submitted by owner.

**The operator/ owner of the aircraft to which airworthiness documents are to be issued can choose one of the following possible solutions:**

***NEW AIRCRAFT***

***A. Issue of airworthiness documents to new aircraft manufactured by a holder of approval another than POA according to the Part-21 (the aircraft must have the Export CofA issued):***

- 1) Aircraft shall be flown to the organisation which is a holder of maintenance approval for appropriate aircraft type, selected by the operator/owner and with a nationality and registration mark of the state of manufacture or under the PtF and FC issued by the CAA (Export CofA original must be hand over to the CAA before PtF issuing).

In this organisation it shall be followed by an inspection of aircraft and documentation check by a CAA-TD inspector, including operational test flight. Documentation of a new aircraft must be delivered to the CAA-TD according to the list developed by the manufacturer, including possible manufacturing deviations.

Designated CAA-TD inspectors shall be sent on the inspection (one or two – according to the aircraft category). In a case of the inspection of aircraft at the approved maintenance organisation outside of the Czech Republic, costs associated with a business trip of CAA-TD inspectors shall be borne by the aircraft operator/owner.

***OR***

- 2) Based on a written request for airworthiness review, CAA-TD inspectors shall take part of the aircraft acceptance at the manufacturer, provided that they will participate in ground check of aircraft, including documentation, and an acceptance flight that will also be considered to be an operational test flight in order to issue of airworthiness documents to the aircraft.

When conditions are fulfilled all documents shall be issued to the aircraft in place, and the aircraft will be allowed to commence immediately (from technical point of view) operation with a Czech nationality and registration mark. The CAA-TD inspector shall take over new aircraft's documentation according to the list developed by the manufacturer, including possible manufacturing deviations.

Designated CAA-TD inspectors shall be sent on the inspection (one or two, according to the aircraft category). Costs associated with a business trip of CAA-TD inspectors shall be borne by the aircraft operator/owner.

**B. Issue of airworthiness documents to new aircraft manufactured by a POA holder according to the Part-21 (the aircraft must have the EASA Form 52 issued):**

- 1) Certificates of Airworthiness (CofA + ARC, or RCoFA + ARC) and Noise Certificate will be issued to the aircraft:
  - on the basis of written request for issue of CofA+ARC or RCoFA+ARC (application No. CAA/F-ST-243-n/18),
  - after production of Certificate of Registration (Aircraft Register of the Czech Republic), and
  - after production originals of Form 52 and Form 53 (if issued).

The documents will be issued by the CAA-TD without necessary business trip of inspectors on a site of physical inspection, if (for the Czech Republic) a production audit is not performed by the Production Section of the Organization Approval Department responsible for POA authorisation.

After ferry flight from production organisation aircraft shall be delivered to check emergency equipment layout and to verify its completeness and followed by a review of AFM to issue its approval page.

In addition, CAA-TD inspectors shall check marking according to the L 7 Regulation and perform plates and placards checks. Documentation of a new aircraft must be delivered to the CAA-TD according to the list developed by the manufacturer, including possible manufacturing deviations. After that, (from technical point of view) operation of aircraft can start.

**OR**

- 2) Based on a written request for issue of a Certificates of Airworthiness (application No. CAA/F-ST-243-n/18) within the aircraft acceptance, CAA-TD inspectors shall take part of the aircraft acceptance at the manufacturer, provided that they will participate in ground check of aircraft, including documentation, and a customer acceptance flight.

When conditions are fulfilled all documents shall be issued to the aircraft in place, and the aircraft will be allowed to commence immediately (from technical point of view) operation with a Czech nationality and registration mark.

The CAA-TD inspector shall take over new aircraft's documentation according to the list developed by the manufacturer, including possible manufacturing deviations.

Designated CAA-TD inspectors shall be sent on the acceptance and inspection (one or two – according to the aircraft category). Costs associated with a business trip of CAA-TD inspectors outside of the Czech Republic shall be borne by the aircraft operator/owner.

## **USED AIRCRAFT**

### **A. Issue of airworthiness documents to used aircraft from EASA Non-member States (the aircraft must have the Export CofA issued):**

- 1) Aircraft with valid Export CofA (max. 60 days old) shall be delivered to the CAA-TD inspection at organisation which is a holder of maintenance approval for appropriate aircraft type, selected by the operator/owner (possible ferry flight will be performed with national and registration mark of the original state of registry).

In this organisation, on the basis of the recommendation for the issuance of ARC by the authorizes CAMO (for aircraft under AOC or aircraft with MTOW over 2730 kg), the inspection of the aircraft and documentation performed by CAA-TD inspectors shall follow, including an operational test flight for the purpose of issue of airworthiness documents.

Designated CAA-TD inspectors shall be sent on the inspection (one or two – according to the aircraft category). In a case of the inspection of aircraft at the approved maintenance organisation outside of the Czech Republic, costs associated with a business trip of CAA-TD inspectors shall be borne by the aircraft operator/owner.

#### **OR**

- 2) Based on a written request for an airworthiness review, CAA-TD inspectors shall attend an aircraft acceptance inspection held at an organisation holding a maintenance authorisation for the relevant aircraft type.

The inspectors will perform a ground inspection of the aircraft, including documentation (for aircraft under AOC or aircraft over 2730 kg, a recommendation for the issue of an ARC by an approved continuing airworthiness management organisation must be submitted), and will participate in a handover flight, which will also be considered as an operational test flight for the issue of airworthiness documents to the aircraft.

All the documents will be issued to the aircraft on the spot after the conditions are met and the aircraft can immediately start operating under Czech registration marks.

CAA-TD inspectors shall be sent on the acceptance and the inspection (one or two – according to the aircraft category). Costs associated with a business trip of CAA-TD inspectors shall be borne by the aircraft operator/owner.

### **B. Issue of airworthiness documents to used aircraft from EASA Member States (valid ARC):**

- 1) Following the submission of the Certificate of Registration and the original of the previous valid ARC and after approval of flight conditions, a PtF shall be issued to the aircraft.

The documents will be issued by the CAA-TD without necessary business trip of inspectors on the acceptance site. After ferry flight to the Czech Republic aircraft shall be delivered to check emergency equipment layout and to verify its completeness and followed by a review of AFM to issue its approval page and a check of aircraft marking according to the L 7 Regulation and plates and placards checks.

Based on the above checks airworthiness documents will be issued to the aircraft and (from technical point of view) operation of aircraft can start.

**OR**

- 2) Based on a written request for issue of a Certificate of Airworthiness within the aircraft acceptance, CAA-TD inspectors shall take part of the aircraft acceptance at the organisation which is a holder of maintenance approval for appropriate aircraft type, provided that they will participate in ground check of aircraft, documentation, and a possible customer acceptance flight.

When conditions are fulfilled all documents shall be issued to the aircraft in place, and the aircraft will be allowed to commence immediately (from technical point of view) operation with a Czech nationality and registration mark.

CAA-TD inspectors shall be sent on the acceptance and the inspection (one or two – according to the aircraft category). Costs associated with a business trip of CAA-TD inspectors shall be borne by the aircraft operator/owner.

***C. Issue of airworthiness documents to used aircraft from EASA Member States (invalid ARC):***

Aircraft with invalid ARC shall be delivered to the CAA-TD inspection at organisation which is a holder of maintenance approval for appropriate aircraft type, selected by the operator/owner.

The ferry flight (to authorized maintenance organization) will be performed with valid original ARC (before end of validity of original ARC), or valid PtF. This PtF will be issued after aircraft registration to ARCR, approval of flight conditions and submission of an application for PtF issuance.

In this organisation, on the basis of the recommendation for the issuance of ARC by the authorized CAMO, the inspection of the aircraft and documentation will be performed by CAA-TD inspectors for the purpose of issue of airworthiness documents.

Designated CAA-TD inspectors shall be sent on the inspection (one or two – according to the aircraft category). In a case of the inspection of aircraft at the approved maintenance organisation outside of the Czech Republic, costs associated with a business trip of CAA-TD inspectors shall be borne by the aircraft operator/owner.

Note 1: according to the complexity of the case, the Aircraft Continuous Airworthiness Department Director decides on the composition of the CAA-TD team for the inspection of aircraft.

Note 2: the Maintenance Program must be approved before issuing of CofA + ARC, or RCofA + ARC, or PtF.

## Summary of applications

1. Application for Issuing of Certificate of Airworthiness and Airworthiness Review Certificate (CAA/F-ST-243-n/18, or CAA/F-ST-193-n/09)
2. Application for issuing Noise Certificate = simple letter with information about an aircraft and noise standards
3. PtF Issuing:
  - Application for PART 21 Permit to Fly (Form 21, CAA/F-ST-132-n/07)
  - Application for Approval of Flight Conditions for a permit to fly (Form 37, CAA/F-ST-135-n/07)
  - Flight Conditions for a permit to fly – Approval Form (Form 18B, CAA/F-ST-133-n/07)

The application forms are available [here](#).

## Fees

Operations performed by CAA CZ are charged by law “*Zákon č. 634/2004 Sb., o správních poplatcích*”. More information about fees is [here](#).