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## CHAPTER - 2


### **Procedure for Issuance of Certificate of Airworthiness (C of A), Initial Airworthiness Review Certificate (ARC) and Noise Certificate (NC)**

#### **1. Introduction**

- 1.1 Rule 15 of the Aircraft Rules, 1937 requires that no aircraft shall be flown unless the following conditions are complied with, namely –
- (I) the aircraft possesses a valid certificate of airworthiness or special certificate of airworthiness issued by the Director-General;
  - (II) the aircraft shall be certified as airworthy and shall be maintained in accordance with the provisions of Part VI or in the case of an aircraft not registered in India, in accordance with the regulations of the State in which the aircraft is registered;
  - (III) the terms or conditions on which the certificate of airworthiness or special certificate of airworthiness was granted shall be duly complied with;
  - (IV) the aircraft shall carry on board its certificate of airworthiness or special certificate of airworthiness and any other certificate prescribed by Part VI, or by the regulations of the State in which the aircraft is registered, which it is required to carry on board:
- 1.2 The Certificate of Airworthiness of Aircraft is issued by DGCA Headquarters to a complete aircraft indicating that the particular aircraft meets the requirement of type design and is in a safe condition for flight. Inspection of aircraft and issue of C of A ensures that the aircraft is airworthy and safe for flight.
- 1.3 This chapter details the procedures and guidelines to be followed by officers of Airworthiness Directorate while processing the request for issue of Certificate of Airworthiness, initial ARC and initial Noise Certificate.

#### **2. References:**

Aircraft Rule	15, 50, 50A, 51, 52, 53, 53A, 54 and 55
CAR	Section 2 Series F Part III, CAR 21
ICAO	Annex 8, Chapter 3; ICAO Doc 9760
Fee	Rule 62

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**2A. Applicable eGCA Services:**

Name of the services	Application ID
Issuance of C of A, Noise Certificate and Initial ARC	DAW/2021/CAA/00000001

**NOTE:** Before delivering a service through e-GCA, scrutinizing officer is advised to refer the latest Back-office User Manual of the relevant services.


**3. Procedure:**

3.1 The detailed requirements for issuing C of A and initial ARC are explained in CAR Section 2 Series F Part III. Application for issue of C of A and Initial ARC of newly imported aircraft on CA form 25 as per Appendix-A and Appendix-B of CAR, Section-2, Series-F, Part-III, shall be submitted by the applicant to Airworthiness Office where the aircraft is based (RAO/SRAO) through eGCA. Once the aircraft has been registered in India (even temporary C of R is issued) the application for C of A (Form CA-25) / ARC may be submitted through eGCA and scrutiny of documents should start. The checklist provided online as per Appendix-II should be completed before forwarding the recommendation for issue of C of A and ARC to Hqrs online. Checklist as per Appendix-I provided in eGCA should be completed online by DGCA Headquarters before issue of Special Flight Permit/ C of A / ARC.

**NOTE:** Additionally for procedure and requirements related to issue of 'Initial Noise Certificate' to be completed as per APM Part II Chapter 8.

3.2 On receipt of the online application along with the necessary fees in accordance with Rule 62 and requisite documents and after ensuring that the aircraft has been registered, Regional/Sub-Regional Airworthiness Office should commence work for issuance of C of A and ARC. The regional/sub-regional airworthiness office for the issue of C of A shall carry out:

- A) Application form review;
- B) Aircraft configuration identification;
- C) Aircraft documentation review; and
- D) Aircraft inspection.

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### 3.2(A) Application Form Review:

The application form should be reviewed to ensure all requested information is included and accurate and the aircraft is registered. The information received online should be validated with the supporting documentation. The details required in an application form (CA form-25) for the issue of a C of A are at Appendix-A and Appendix-B of CAR Section 2 Series F Part III. The online application form should be carefully examined by DGCA Headquarters for the following –


- 1) Valid C of R
- 2) Receipt of fees, as applicable
- 3) Type Certificate for new type of aircraft to confirm that the aircraft meets the design criteria
- 4) Type Acceptance by AED for the type of aircraft
- 5) Availability of the standard C of A / Export C of A
- 6) The following technical literatures (two sets) in case the type of aircraft is being imported into the country for the first time –
  - a) Aircraft Flight Manual
  - b) Aircraft and Engine maintenance manual
  - c) MPD
  - d) MMEL
  - e) W&B document
  - f) Type certificate and TCDS and LOPA.

**Note:** *Relevant pages of Flight Manual/ Pilot Operating Hand book shall be used for ascertaining MTOW, flight crew composition and any operating limitations.*

### 3.2(B) Aircraft Configuration Identification

#### on: (I) New Aircraft -

- (i) Based on the approved type design the Airworthiness Directorate (AWD) will identify the aircraft configuration. This is mainly supported by evidence from the manufacturer that identifies which components and changes to type design have been necessary to build and deliver the considered aircraft. Generally, the manufacturer starts from a configuration that is a known type identified in the relevant type certificate and then lists all additional changes that are embodied on the aircraft.
- (ii) In particular, some of those changes involve optional items that have been

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ordered by the customer. The customer may prefer some particular equipment from a specific supplier in order to harmonize with the rest of its fleet, or for any other suitable reason.

- (iii) All changes embodied on the aircraft should be identified and are used to determine the applicable maintenance programme for that aircraft.
- (iv) A declaration issued by the State of Manufacture, for example, an export Certificate of Airworthiness, may be convenient to document all those particularities of the configuration.

### **(II) Used Aircraft -**

- (i) In order to determine the approved configuration of the aircraft, the RAO/SRAO will start from a known configuration (identified on the aircraft type certificate), for example, from the configuration known by the previous State which delivered the Certificate of Airworthiness.

The RAO/SRAO will review the aircraft maintenance records to determine all changes that have been incorporated on the aircraft.


- (ii) A review of the aircraft interior configuration may be necessary to determine if modifications had been made to the original configuration. Such aircraft interior modifications should be found in a modification approval document.
- (iii) All changes embodied on the aircraft should be approved by the AED, either by recognition of those within the approved type certificate, or individually approved as changes to the type certificate.
- (iv) A declaration issued by the previous State of Registry, for example an export Certificate of Airworthiness, may be helpful to document those configuration particularities.

### **3.2(C) Aircraft Documentation Review:**

*Note - The AWD can request any necessary documentation to substantiate the process and review these documents for accuracy and validity.*

The RAO/SRAO will review the following to establish the history of the aircraft, the status of the continuing airworthiness and the compliance of the documentation submitted:


- (i) Export C of A / Standard C of A (if available).
- (ii) The aircraft flight manual (AFM). This is to determine if the AFM is compatible

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with the aircraft configuration.

- (iii) Maintenance programme, together with any bridging results from the previous programme. The applicant should also furnish, where applicable, the maintenance review board report for the aircraft type, or the manufacturer's current maintenance planning data.
- (iv) Status of all maintenance tasks contained in the maintenance programme, including: airworthiness limitations, Certification Maintenance Requirements (CMRs) and scheduled checks.
- (v) Details and certification of any major modifications or major repairs incorporated since the first C of A was issued. Particular attention should be given to any supplemental inspection described in the approval documents, for the performance of the inspection and the inclusion in the maintenance programme.
- (vi) Status of compliance with Mandatory Continuing Airworthiness Information (MCAI) ADs / SBs etc.
- (vii) Details of equipment installations intended for particular operational roles, if applicable. For Example: towing, agricultural spraying and provision for the carriage of any external loads.
- (viii) Mass and balance report together with the equipment list.
- (ix) Log books that document the history of the aircraft, as well as maintenance records.
- (x) Records that demonstrate the origin of parts and components that were installed new or repaired on the aircraft.
- (xi) Records of all maintenance performed at time of the C of A application process.
- (xii) Records of previous maintenance repairs and modifications. This is to determine if such tasks have modified airworthiness limitations or may necessitate additional checks to be included in the maintenance programme in addition to those from the manufacturer.


**Note:** The DGCA may accept, to the maximum extent possible, the findings generated

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*by other Contracting States, when validating or otherwise reviewing modifications and repairs made to an aircraft prior to the issuance of a Certificate of Airworthiness. In case of any major modification embodied on the aircraft, the opinion of AED may be obtained before issue of Certificate of Airworthiness.*


### **3.2(D) Aircraft Inspection:**

- (i) The applicant should make the aircraft available, at a time and place acceptable, for checks and inspections considered necessary by the RAO/SRAO/Nominated Officer. It is the responsibility of the applicant to provide personnel and equipment so that these checks and inspections may be satisfactorily carried out. The Checklist(s) for carrying out the aircraft inspection is attached at Appendix-2 and 3 (as applicable).
- (ii) The RAO/SRAO/Nominated Officer will perform an exterior inspection to check that (but not be limited to):
  - a) there is no damage to the fuselage, engines, propellers, wings, control surfaces and landing gears;
  - b) major repairs and modifications, if any, are recorded and accomplished in accordance with the requirements of the DGCA;
  - c) the aircraft, engines and propellers identification (data) plate are installed and correspond to the identity of the aircraft, engines and propellers in their records;
  - d) component's serial numbers conform to the aircraft records; and
  - e) The aircraft identification (data) plate corresponds to the identity of the aircraft, where applicable.
- (iii) The RAO/SRAO/Nominated Officer will perform an interior inspection to check for (but not be limited to):
  - a) Conformity to aircraft interior configuration, emergency equipment, safety equipment;
  - b) installation of the aircraft identification (data) plate and that it corresponds to the identity of the aircraft, where applicable;
  - c) markings and placards' location and language; and
  - d) additional markings, if required, to meet the regulatory requirements as per Aircraft Rules, 1937.

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### 3.2(E) VERIFICATION OF OPERATIONS-DERIVED EQUIPMENT THAT IS NOT PART OF THE AIRCRAFT TYPE CERTIFICATE

- (i) The following procedure provides guidance to DGCA Airworthiness officers for the verification of operations-derived equipment that are not part of the type certificate of the aircraft under inspection. This guidance should serve as a resource when evaluating an operator for the issuance of a Certificate of Airworthiness (C of A) and/or initial Airworthiness Review Certificate (ARC).
- (ii) The online checklist Appendix I of this chapter shall be completed for issuance of the C of A and/or ARC. The airworthiness officer shall evaluate the aircraft, equipment reliability and maintenance procedures.
- (iii) Checklist at Appendix IV on Operations derived equipment which is not part of aircraft type certificate shall be completed online by the Regional Office along with the relevant Appendix II/III.
- (iv) While completing Appendix IV, the nominated officer should assess the specific types and quantities of aircraft-applicable operations-derived equipment that must be installed pursuant to the Civil Aviation Requirements (CARs).
- (v) The Officer will confirm that the required operations-derived equipment for the type of aircraft, configuration and proposed operation is installed on the aircraft and listed on the aircraft equipment list and that the documentation for the installation and certification of the equipment is appropriate. During the physical inspection of the aircraft, the Officer will verify that all CAR- required operations-derived equipment is properly installed, functional and current (as applicable) as per the CAR requirements and the intended use of the aircraft.
- (vi) All the operations-derived equipment must be part of the Approved Maintenance Program. The Officer must ensure that the maintenance program tasks are effective, and their recurrence at regular intervals is adequate. In addition, the respective airworthiness office must conduct ongoing surveillance of the air operators' reliability programs to ensure continued compliance.
- (vii) After verifying the installation of all operations-derived equipment applicable to the aircraft inspected as per CAR requirements, the AWI will complete the checklist as per Appendix IV, noting whether the equipment has been installed correctly and functions properly.


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- a. Regional/Sub-Regional Airworthiness Office should forward the recommendation online for issue of C of A and ARC along with completed C of A checklist to Hdqrs. For new aircraft (factory delivered) such recommendation should be forwarded within two working days after receipt of complete documents including regular C of R (Refer Appendix II and III of this chapter as applicable) provided documents scrutinized and physical survey of the aircraft are found in order and Continuing Airworthiness Manager is conforming with certificate that there is no variation in the information as submitted before arrival of the aircraft. The recommendation for special operation should be submitted along with the C of A and ARC.

**Note:** *The complete process for issuance of recommendation for C of A and ARC should be completed within three working days for new aircraft and five working days for used aircraft after arrival of aircraft. In case any deficiency is observed during review of documents and aircraft inspection, the operator should be intimated in writing under intimation to DGCA Headquarters. Head of the RAOs/SRAOs shall monitor the process to ensure timely issuance of recommendation for C of A / ARC.*


- b. Recommendation received online along with checklist for issuance of C of A, ARC and Noise Certificate should be reviewed at DGCA Headquarters before issue of C of A, ARC and Noise Certificate for new aircraft (factory delivered).
- i. The service request shall be approved by the Approving Officer, and the Certificate of Airworthiness, Initial ARC, Initial Noise certificate and covering letter shall be generated on eGCA.
  - ii. Approving officer shall verify all details in the generated certificate of Airworthiness, Initial ARC, Noise Certificate and the covering letter for correctness. Once satisfied, the certificates and the covering letter shall be pen-signed and stamped (3 copies of the certificates and covering letter). Duly pen-signed certificates and covering letter will be uploaded in the portal to complete the approval process.
  - iii. Duly signed original two copies shall be dispatched under acknowledgement to the applicant and for the RAO/SRAO (where the aircraft is based). Third set shall be retained in the respective aircraft file in HQR by AI(I) section.

Note: C of A, ARC and Noise Certificate should be issued online in one working day after receipt of recommendation from RAO. Format of the Certificate of

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Airworthiness issued by DGCA is enclosed as Appendix 'F' of CAR Section 2 Series F Part III.

- c. In case of an aircraft imported via fly way for the first time into the country under temporary registration in accordance with Rule 32, after regular registration, the aircraft may be issued with a **Special Flight Permit** to fly to main base where work related to issue of C of A may be carried out by the Regional/Sub-Regional Airworthiness Offices. If necessary, officers from main base may carry out the inspection at the custom aerodrome itself for issue of C of A / ARC.
- d. An aircraft imported in the crates will have to be assembled by an appropriately licensed engineer, test flown by a pilot having minimum experience requirements as laid down in CAR Section 2 Series T Part II.
- e. It is also necessary that the aircraft's corrected weight and CG is determined. Rule 58 requires that the weight schedule prepared should be either displayed or carried on board. The weight schedule could be prepared on the basis of the manufacturer's document after computing the changed weight after fitting additional equipment etc. However, where such information is not available, the aircraft will be required to be weighed and the CG and empty weight will have to be determined.
- f. The operator applying for issue of C of A and ARC has to submit an inspection report by appropriately licensed AME/approved persons certifying that:
  - i. the aircraft is airworthy and meets all the requirements currently in vogue for issue of C of A / ARC;
  - ii. all work carried out on the aircraft including major repairs, modifications etc. have been carried out by licensed/approved persons and the various test reports/certificates are available for inspection of the Airworthiness Officers;
  - iii. the ADs, as applicable to the aircraft up to the date of inspection, have been complied with;
  - iv. the checks/scheduled inspection associated with the C of A /ARC issue of the particular aircraft have been carried out satisfactorily;
  - v. the aircraft has been test flown where applicable, and the result of the test flight is satisfactory;
  - vi. the Flight Manual is up-to-date, and
  - vii. Necessary documents to be carried on board in accordance with CAR,

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Section-2, Series- X, Part-VII are available.

- g. In case the aircraft is imported under Indian Registration, arrangements for physical inspection of the aircraft by DGCA officers at foreign location shall be made by the owner/operator for issuance of C of A prior to the import of the aircraft. The DGCA officer issuing the C of A at foreign location shall also issue the Airworthiness Review Certificate (ARC) along with the C of A. The ARC validity in such a case may be limited to the arrival of the aircraft to its base where detailed documentation review and inspection of aircraft shall be carried out for issue of ARC.

#### **4. Validation of C of A**


4.1 As per Rule 50 of Aircraft Rules, 1937, DGCA may render valid a certificate of airworthiness in respect of an aircraft that may be provided:

- (a) The airworthiness authority of the country of manufacture has issued a C of A or such equivalent document in compliance with all aspects of the Chicago Conventions and the Provisions of the applicable Annexes;
- (b) The applicable airworthiness requirements issued by the DGCA are complied with; and
- (c) The applicant furnishes necessary documents and technical data relating to the aircraft as specified in Para 3 above.

4.2 While rendering a C of A valid, a statement of authorization shall be issued by DGCA Headquarters (AWD) and shall be carried along with the original C of A. The authorization shall be valid till first landing at Custom Airport.

#### **5. Issue of Certificate of Airworthiness for an Aircraft Manufactured in India:**

For an aircraft for which India is the State of design and manufacture the type certificate will be issued by the AED, DGCA. Once a type certificate is issued, inspection of the aircraft during the manufacturing stages to ensure conformity with the drawings will be carried out by the Airworthiness Officers. The stages, at which the inspection will be carried out, will be determined in consultation with the Quality Manager of the organization. The format of Certificate of Airworthiness shall be bilingual i.e. Hindi and English.

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## 6. Validity of C of A:


The C of A shall remain valid subject to the following conditions:

- (i) the airworthiness review certificate of the aircraft issued as per CAR-M is valid; and
- (ii) all due maintenance specified in the applicable maintenance programme have been completed; and
- (iii) all Airworthiness Directives/ mandatory modifications have been complied with; and
- (iv) any modifications and repairs carried out conform to the applicable regulations; and
- (v) each discrepancy recorded in the technical log has been actioned and certified; and
- (vi) all applicable releases to service have been completed and certified; and
- (vii) all components' lives are within the limits laid down in the applicable maintenance programme; and
- (viii) Weight and balance data in the aircraft logbook is accurate and within the limitations of the aircraft type certificate; and
- (ix) the flight manual is current version for the aircraft;
- (x) all documents and safety equipment on board are updated and in proper condition; and
- (xi) A general condition inspection of the aircraft is performed with satisfactory results.

## 7. Suspension or cancellation of Certificate of Airworthiness:

The Certificate of Airworthiness of an aircraft shall be deemed to be suspended when—

- (i) An aircraft ceases or fails to conform with condition stipulated in the Type Certificate or C of A, airworthiness requirements in respect of operation, maintenance, modification, repair, replacement, overhaul, process or inspection applicable to that aircraft.
- (ii) Airworthiness review certificate is not valid;
- (iii) Life Limited parts and time-controlled Components when due are not replaced / CMR items not complied;
- (iv) Mandatory modifications/ inspections are not carried out, as and when due;
- (v) Unapproved repairs/ Modifications are carried out;
- (vi) Unapproved materials/ procedures/ practices are used;
- (vii) Aircraft has suffered major damage or defect or develops a major defect, which would affect the safety of the aircraft or its occupants in subsequent

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flights.

## 8. Officers Authorized to Issue C of A and Initial ARC Issue:

8.1 C of A and initial ARC in respect of an aircraft will be issued by the DGCA Headquarters and shall be carried out by the officers authorized by the Ministry under the delegation of powers (SO- 726E) and under no circumstances it will be signed by an officiating officer or an officer looking after the current duties of higher rank.

8.2 Powers delegation for Issue of Certificate of Airworthiness:

Issue of C of A	All Up Weight of > 15000 kg	Dy. Director of Airworthiness and above
(Only at Hqrs)	All Up Weight up to 15000 kg	Assistant Director of Airworthiness and above
ARC issue (Initial ARC to be issued by Hqrs)	All Up Weight up to 2000 kg	Airworthiness Officer and above
	All Up Weight up to 15000 kg	Assistant Director of Airworthiness and above
	All Up Weight > 15000 Kg	Dy. Director of Airworthiness and above


## 9. Revalidation/ Revocation of a suspended C of A

9.1 In case, the C of A is under suspension/ deemed suspension due to extensive damage to an aircraft or due any other reason, the C of A shall be revalidated/revoked, subject to the completion of the required repair/ modification/ maintenance action and a satisfactory test flight (if required). The test flight (where required) shall be conducted based on the special flight permit issued by DGCA and subject to the conditions stated in the special flight permit.

Note: While revalidating/ revoking the C of A, the ARC shall also be issued by the regional/ sub-regional office.

## 10. Special Flight Permit:

10.1 Where the C of A is suspended or deemed to be suspended for any reason, Special flight permit can be granted to take the aircraft back where the repair facilities are available. However, such Special flight permit shall be permitted without any passengers with the minimum crew required for the flight as

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mentioned in the Flight Manual and the maintenance or repair which is considered essential has been carried out for the purpose of ferry the aircraft. Such permission can be granted by Director/Deputy Director of Airworthiness of the station. In cases where the ARC has lapsed, the Special flight Permit will be granted by the Director of Airworthiness. Where the C of A is actually suspended or deemed to be suspended such permission may be granted by an officer of the rank of Deputy Director of Airworthiness in the Regional/ Sub-regional Office. Reference should be made to the CAR Section 2 Series F Part VII for special flight permits and the requirements stipulated therein should be followed.

- 10.2 For cases where the aircraft is imported under Indian registration and it is not feasible for an inspection of the aircraft to be carried out by a DGCA officer, in lieu of the C of A, a special flight permit for the purpose of delivery of a new aircraft at first destination in India may be issued by DGCA Hqrs. In such a case, DGCA would require a detailed inspection (**Appendix-V**) by an authorized person on behalf of the owner/ operator recommending for the issue of special flight permit. The special flight permit so issued shall require Operational limitations to be put in and would require permission from the State authorities of the State over which the aircraft would fly.

## 11. Changes (Variation) in C of A


- 11.1 An application for change in the C of A should be made to the concerned RAO/ SRAO where the aircraft is based by using the CA Form 25 (Appendix 'A' & 'B') through eGCA along with necessary fee and supporting documentation.

- 11.2 Applicable eGCA Service:

Name of the service	Application ID
Variation of Certificate of Airworthiness (C of A)	DAW/2025/VCA/00000001

- 11.3 In cases where the requisite change in C of A requires amendment in Noise Certificate, then Appendix 'G' to CAR Section 2 Series F Part III also needs to be submitted along with the application.

- 11.4 For amendments of any entry in C of A and Noise Certificate, evidence required for affecting the amendments shall be provided by the applicant.


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- 11.5 The officers of Airworthiness Directorate can request any necessary documentation to substantiate the process and review these documents for accuracy and validity. The application form should be reviewed to ensure that all requested information is included. The aircraft document review should be carried out for the relevant changes sought in C of A and Noise Certificate, as applicable.
- 11.6 A change in aircraft all-up-weight/MTOW alone does not require the DGCA to inspect the aircraft. However, DGCA may schedule a physical inspection on aircraft with the applicant prior to making recommendation in order to verify embodiment of any modification and conformance to the data submitted, if required.
- 11.7 Regional/Sub-Regional Airworthiness Office should forward the recommendation through eGCA for re-issuance of C of A and Noise Certificate, as applicable along with duly completed checklist to Hdqrs.
- 11.8 Recommendation received through eGCA along with checklist should be reviewed at DGCA Headquarters before approving the service request. Approving officer shall verify all details in the generated certificate of Airworthiness and Noise Certificate, as applicable and the covering letter for correctness. Once satisfied, the certificates and the covering letter shall be pen-signed and stamped (3 copies of the certificates and covering letter). Duly pen-signed certificates and covering letter will be uploaded in the portal to complete the approval process.

## **12. Replacement/ Issue of Duplicate C of A**

- 12.1 C of A would need to be replaced under the following circumstances –
- (i) When in poor state due to normal wear and handling;
  - (ii) When the original is lost.
- 12.2 Upon requests from Operators for issuance of a duplicate Certificate of Airworthiness due to originals having been lost, misplaced or mutilated along with an –
- (a) Affidavit and
  - (b) FIR lodged with police
  - (c) Applicable fees

The officers empowered to issue of ARC, may issue the duplicate Certificate of Airworthiness. Whilst doing so, they will endorse the word “Duplicate” on the respective C of A. A copy of the same should also be forwarded to Headquarters

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stating the reasons necessitating its issue for record purposes.

**Note:** (i) Fees shall be charged as per Rule 62 of the Aircraft Rules, 1937, only when the original certificate have been lost/ misplaced.

(ii) No fees shall be charged when the certificate is mutilated or no space is available for making further entries.

**13. Check List(s) for issue of C of A, initial Issue of ARC are placed at Appendix I, II, III and IV**

**14. Record Keeping:**

14.1 All online records received through eGCA, will be maintained in eGCA database and will accessed through eGCA when needed by the nominated officer only.

14.2 However the following hard copies shall be kept in the Aircraft file maintained in AI(I) section –

**Original**

- (I) Certificate of Registration (C of R)
- (II) Certificate of Airworthiness (C of A)
- (III) Noise Certificate
- (IV) Airworthiness Review Certificates
- (V) Original duly signed IDERA acknowledgement office copy
- (VI) Lease Agreements (notarized copy/ original)

**Copies (as available)**

- (VII) Wireless Telegraphy (WT) License
- (VIII) Weight Schedule
- (IX) Export Certificate of Airworthiness
- (X) Air Operator Permit (AOP)
- (XI) Records of Major Modification
- (XII) Other information relevant to the Continuing Airworthiness of the aircraft

14.3 The following Documents shall also be retained in the respective RAOs –

- a) Flight Manual
- b) MPD

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- c) MMEL
- d) Electrical Load Analysis
- e) Mass and Balance Manual and Report
- f) Aircraft Maintenance Program (AMP)

\*\*\*\*\*


**APPENDIX I**

<b><u>Checklist for issue of Certificate of Airworthiness (C of A)/ Initial ARC</u></b>			
<b><u>(To be filled at DGCA Headquarters)</u></b>			
Applicant / Operator:			
Registration No: <b>VT-</b>		Aircraft type:	MSN:
S. No	Documents to be submitted along with application	Submitted	Remarks
1.	CA25	Yes/No	
2.	Documents indicating Weight of the aircraft (AFM pages etc.)	Yes/No	
3.	Requisite Fee (as per the weight of the aircraft) <ul style="list-style-type: none"> <li>• Up to 1000 kg submit Rs.20,000only,</li> <li>• If the weight of the aircraft is more than 1000kg, use the formula given below:-</li> </ul> $\text{Fee} = (\text{Wt}-1000)+20000$ Note: <ul style="list-style-type: none"> <li>• Weight to be rounded off to next higher thousand e.g. 73,200 kg to be taken as 74000 kg.</li> </ul>	Yes/No	
4.	Details of the operational equipment, systems and instruments installed on aircraft as per its applicability –		
	CVR – As per CAR, Section-2, Series-I, Part-VI	Yes/No	
	FDR – As per CAR, Section-2, Series-I, Part-V	Yes/No	
	ELT – As per CAR, Section-8, Series-O	Yes/No	
	GPWS – As per CAR, Section-2, Series-I, Part-VII	Yes/No	
	ACAS-II, Version 7.1 – As per CAR, Section-2, Series-I, Part- VIII	Yes/No	
	EFB- As per CAR, Section-8, Series-S, Part-VIII	Yes/No	

	Any other equipment		
5.	Application for Noise certificate along with document indicating noise levels of the aircraft as required in Appendix.	Yes/No	
6.	Export C of A	Yes/No	
7.	Erection certificate (if aircraft imported in dismantled condition)	Yes/No	
8.	Flight test report (if aircraft imported in dismantled condition)	Yes/No	
9.	Certificate that all relevant CARs, ADs and special requirements have been complied with.	Yes/No	
10.	Standard C of A (If applicable)	Yes/No	
11.	<p>If the C of A is requested for a new type of aircraft (introduced in the country for the first time) then the application should be made along with following documents:</p> <ul style="list-style-type: none"> <li>• Type certificate issued by FAA/EASA or any other regulatory authority</li> <li>• Type acceptance by AED</li> <li>• Type certificate &amp; Data sheet</li> <li>• Export C of A issued within 60 days of submission of application</li> <li>• MMEL</li> <li>• MPD</li> <li>• Customized weight and balance manual</li> <li>• Soft copies of mandatory modifications for new type of aircraft/engine/propeller</li> </ul>	Yes/No	
12.	Recommendation for issue of C of A and ARC from RAO/SRAO	Yes/No	

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Note: (I)** Appendix I shall be filled by DGCA Hqrs and Appendix II/III and IV shall be filled by RAO/SRAO online.

**(II)** Following are to be checked before submission of application -

- a. CA-25 Appendix 'A', Appendix 'B' and Appendix 'G' are duly filled and signed by the owner/authorized representative and name and designation is clearly mentioned further no item shall be left unattended, if not applicable please write **N.A.** Appendix 'B' and 'G' preferably be signed by a licenced AME.
- b. Export C of A shall clearly indicate MSN, Type and Date of manufacture of aircraft.
- c. Erection certificate shall be signed by licensed AME in relevant category.
- d. Flight test report shall also give status of avionics systems installed on the aircraft.
- e. Detailed calculation of the fee should be submitted on a separate paper. The fee should be deposited ONLINE through BHARATKOSH portal ([www.bharatkosh.gov.in](http://www.bharatkosh.gov.in)) and the Fee Receipt generated thereof, shall be submitted with the forwarding letter.
- f. Documents indicating the weight of the aircraft should also indicate serial no of the aircraft.

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**APPENDIX II**

**Checklist for issue of Certificate of Airworthiness (C of A) initial ARC  
(AEROPLANE)**

**PART-I**

**1. AIRCRAFT DETAILS:**

**1.1 Registration Mark:** VT-Type/Model: \_\_\_\_\_ **MSN:** \_\_\_\_\_

**1.2 Accepted TCDS No.** \_\_\_\_\_ **Issue/Rev./date:** \_\_\_\_\_

**1.3 Category:** Private  Aerial Work  Public Transport (Passenger   
Cargo  ) Special

**1.4 Total hours flown since C of A issue:** \_\_\_\_\_ **Flight Cycles:** \_\_\_\_\_ **Landings:** \_\_\_\_\_

**1.5 Type of Engine:** \_\_\_\_\_ **Number fitted:** \_\_\_\_\_

**1.6 Type of Propeller:** \_\_\_\_\_

**1.7 Maintenance Program/Schedule\* Reference No.:** \_\_\_\_\_ **Issue:** \_\_\_\_\_ **Rev.:** \_\_\_\_\_

**1.8 Airplane Flight Manual/Pilot Operating Handbook\* Reference:** \_\_\_\_\_  
**Amended standard:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

**1.9 The aircraft was last weighed on** \_\_\_\_\_


**1.10 Aircraft tested to acceptable Manufacturer's Flight Test Data Ref. /Date:** \_\_\_\_\_

(If applicable)

**2. REPORT AND CERTIFICATION:**

2.1A full documented review of the aircraft records have been carried out by the undersigned and it is confirmed that:

- a) the airframe, engine and propeller flying hours and associated flight cycles have been properly recorded, and;
- b) the flight manual is applicable to the aircraft configuration and reflects the latest revision status, and;
- c) all the maintenance due on the aircraft according to the approved maintenance program has been carried out, and;
- d) all known defects have been corrected or, when applicable, carried forward in a controlled manner, and;
- e) all applicable airworthiness directives have been applied and properly registered, and;

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- f) all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit, and;
- g) the current mass and balance statement reflects the configuration of the aircraft and is valid, all the weight growth during the period has been recorded and included, if applicable. The applicable Load & Trim Sheet is prepared and approved as per latest weight schedule of the aircraft, and;
- h) the aircraft complies with the latest revision of its type design as included in the latest TCDS rev. no.

\_\_\_\_\_, Dated \_\_\_\_\_ Approved by \_\_\_\_\_.

2.2 A physical survey of the aircraft has been carried out by the undersigned and it is confirmed that:

- a) all required markings and placards are properly installed, and;
- b) the aircraft complies with its approved flight manual, and;
- c) the aircraft is installed with ELT 406 and the same has been registered with ISRO for monitoring, and;
- d) all the equipment such as CVR, FDR, GPWS, ACAS-II are installed as applicable to the aircraft as per relevant CARs.
- e) the aircraft configuration complies with the approved documentation, and;
- f) no evident defect can be found that has not been addressed according to M.A.404, and;

no inconsistencies can be found between the aircraft and the paragraph 1 of documented review of records (Part II).

2.3 I hereby certify that based on the satisfactory result of my investigation, it is recommended that Certificate of Airworthiness (C of A) and initial Airworthiness Review Certificate (ARC) be issued.

**DGCA Officer's signature/stamp/date**



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### PART II (Document Review)

#### 1. Aircraft Log Books:

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1.1	Airframe hours recorded : _____		
1.2	Airframe cycles recorded: _____		
1.3	Date of last entry made: _____		
1.4	Type of last schedule maintenance check recorded: _ _____		
1.5	Last schedule maintenance inspection: Date performed: _____ Date recorded: _ _____		
1.6	Reference of the Airworthiness Flight Test: Date performed: _____ Date recorded: _ _____		
1.7	Last Airworthiness Review Certificate (ARC): Date performed: _____ Date recorded: _____		
1.8	Last Compass Swing: Date performed: _____ Date recorded: _____		
1.9	Last Weight and Balance: Date performed: _____ Date recorded: _____		
1.10	Copy of manufacturer statement of date of aircraft manufacture (first C of A issue). Record: Copy of Certificate of Conformity (New Aircraft): Aircraft Date of Manufacture: C of A for Export issue date : C of A for Export reference :		
1.11	Ensure accomplished AD's are recorded in the Aircraft Log Book.		



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1.12	Are modification recorded in the aircraft logbook? If not, where are they recorded?		
1.13	Ensure logbook stamp impressions are legible.		
1.14	Request authorization holders list from Quality Manager. Review list of authorized technical record staff. Ensure list is up-to-date and controlled by Quality Manager. Ensure security of records.		
1.15	Check stamps and signatures in logbook are as shown on approved authorization holders list and as approved by Quality Manager/DGCA.		

### 2. Airworthiness Directives Compliance Record:

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
2.1	Record includes list of all AD's applicable to the aircraft.		
2.2	Record includes date/hours/cycles of AD compliance.		
2.3	Method of compliance and reference to AD compliance documents correctly referenced.		
2.4	Record date/hours/cycles of next required AD action (if recurring AD).		
2.5	For non-applicable AD's, ensure that reasons is clearly indicated, acceptable methods are: N/A by aircraft type referenced in AD/SB N/A by installed part/component (list parts/components installed) N/A by engine type referenced in AD N/A STC not accomplished/applicable SB N/A different A/C weight		

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### 3. Airworthiness Directives Accomplishment Record:

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
3.1	Review sample of compliance records (task cards, inspection cards/reports, maintenance programs, etc.)		
3.2	Correct reference of accomplishment records in logbooks.		
3.3	Storage and security of record.		
3.4	Records include references to AD's and SB's/ASB's.		
3.5	Items are correctly recorded certified/stamped and dated.		
3.6	CRS are issued for work performed.		
3.7	Review records for CPCP programme.		

### 4. Records of DGCA Mandatory Modification Requirements:

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
4.1	All DGCA Mandatory Modification requirements are complied with satisfactorily and recorded. Requirements for record entry should be similar		

### 5. Engine Log Books:

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
5.1	Ensure copy of engine Airworthiness Release Certificate available in Log Book. Record date of manufacture No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____		



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Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
	Record date of export No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ Record Airworthiness Release Certificate reference No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____		
5.2	Record engine serial numbers: Pos No. 1 _____ Pos No. 2 _____ Pos No. 3 _____ Pos No. 4 _____		
5.3	Record log book engine hours: No 1: _____ No. 2: _____ No. 3: _____ No 4: _____		
5.4	Record log book engine cycles: No 1: _____ No. 2: _____ No. 3: _____ No 4: _____		
5.5	Date last entry made in engine log book: No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____		



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Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
5.6	Last shop visit type/reason: No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____		
5.7	Date of last shop visit. Correctly recorded data shall be in log book: No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____		
5.8	AD's and SB accomplished at last shop visit recorded.		
5.9	Date of Last engine overhaul. Correctly recorded data shall be in log book: No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____		
5.10	AD's and SB accomplished at last engine overhaul recorded.		
5.11	Date last life limited parts list updated and recorded in engine log book: No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____		
5.12	Review list of concessions recorded in engine logbook. Ensure any time limitations are not exceeded.		



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Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
5.13	Ensure accomplished engine AD's are recorded in the engine logbook.		
5.14	Check stamps and signatures in logbook are as shown on approved authorization holders list and as approved by Quality Manager/QCAA.		
5.15	Review engines module list and records.		

### 6. Modifications and Repair Records:

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
6.1	All repairs and modifications are recorded and correctly identified in the aircraft/engine/modification log book (as appropriate).		
6.2	All repair data are properly approved IAW CAR-21 or other equivalent international requirements.		
6.3	All modifications are properly approved. Ensure modifications are recorded by Title and document reference. Ensure DGCA approval references (if required) are quoted on documents.		
6.4	Documents used for the authorization of repairs or modifications are to current DGCA approved procedures.		
6.5	Required Certification (CRS) after a repair or modification.		
6.6	Modifications and/or repair are performed to approved data and drawings required under CAR-21 or other equivalent international requirements.		
6.7	Modifications and/or repairs are performed by approved organizations with an approved class and rating for the type of work undertaken.		
6.8	Minor modifications are approved IAW CAR-21.		

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6.9	Major Repairs and Modifications, if any, are recorded and accomplished in accordance with the DGCA requirements		
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### 7. Component History Cards and Records:

	Item	Observation (s) Sat/Unsat/Not ot Applicable	Remarks (if Unsat/ Not Applicable)
7.1	Markings and Placards Location and Language as per DGCA requirements		
7.2	Additional Markings, if required, as per DGCA requirements		
7.3	Cards and records are up-to-date.		
7.4	SB's, ASB's, AD's and mandatory requirements are recorded.		
7.5	Life limited components are identified on each card/record.		
7.6	Correct documentations (serviceable labels, tags, etc.) are available for each component record.		
7.7	Check a sample of component labels and tags for completeness and accuracy of information and authorized certification.		
7.8	Check documentation concerning FDR parameter allocation, calibration of sensors and other serviceability / maintenance information to conform the accuracy of parameters of FDR.		
7.9	Components serial numbers conform to the aircraft records		

### 8. Technical Logs/Maintenance Logs/Journey Logs:

	Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable )
8.1	Correct recording of defects and rectifications, Ensure each defect is correctly certified.		



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Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
8.2	Correct recording of removed and installed parts. Ensure correct recording of P/N's, S/N's, and Approved Release Notes.		
8.3	Correct deferred defect procedure. Ensure MEL references are always quoted (when required).		
8.4	MEL limitations. Ensure defects are cleared within the limitations of the MEL.		
8.5	Correct recording of flight details, landings, take-offs, and crew certification.		
8.6	Each journey log/technical log page is certified by the pilot-in-command prior to departure.		
8.7	A maintenance release/transit check is correctly signed prior to each flight. Daily checks and other checks certified.		
8.8	Fuel and oil data are correctly recorded and certified.		
8.9	When no defects are recorded, ensure a statement to that effect is entered by the pilot-in-command.		

### 10. Findings:

Item	Findings



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**11. Comments:**

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**PART III (Aeroplane Physical Survey)**

1. **Aircraft Registration :**
2. **Aircraft Type/Model :**
3. **Serial Number :**
4. **Date of survey :**  
**Location :**
5. **Registered Owner/Operator\*:**
6. **Name of responsible CAMO:**
7. **Name of CAR-145 Maintenance Organization:**
8. **Aircraft status during Survey:** Main Base  Line Station  Hangar   
Ramp  Light Maintenance   
Transit  Heavy Maintenance
11. **Aircraft surveyed for:** Issue of C of A  Issue of ARC
12. **Survey Comments:**

General Airframe:

General Power-plant:

Suitability of Facilities for work on progress:

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**PART IV (Aeroplane Physical Survey Detail)**

**Note:** Accompany a CAR-145 AME / CRS Signatory during this part of aircraft physical survey.

**INTERIOR INSPECTION**

Examine the C of R certificate to ensure the following:

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. Certificate of Registration is valid.		
2. Aircraft conforms to C of R and contains the same model, MSN, and registration numbers		

**Flight Deck Inspection:**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. Inspect the following Instrument security and range markings a. Windows (delamination, scratches, crazing, and general visibility) b. Emergency equipment c. Seal on medical kit (if located on flight deck) d. Seat belts and shoulder harnesses (Technical Standard Order making, metal to metal latching, and general condition) e. Aircraft configuration conforms to approved documents f. Dent and Buckle Chart is maintained and is on-board.		



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<p>2. Check the following in the cockpit:</p> <ul style="list-style-type: none"> <li>a. Interphone system – select Comm 1 and Comm2 to ensure systems are working,</li> <li>b. Test the ACAS-I/ACAS-II (version 7.1) and GPWS/EGPWS system on Test Mode,</li> <li>c. Test the ELT for operation and recording of signal in the portable tester for ELT 406,</li> <li>d. VHF communication/ VOR system for operation,</li> <li>e. HF system for operation including SELCAL check,</li> <li>f. WX Radar system for operation (TEST MODE ONLY),</li> <li>g. Operational test of CVR including all the four channels,</li> <li>h. ATC Transponder and verification of Mode S address</li> <li>i. Crew seat including the jump seat, if installed, to ensure the seat is serviceable and that seat belt and shoulder harnesses are available.</li> </ul>		
<p>3. Documents on board: <i>(indicate N/A if not applicable)</i></p> <p>Check condition and presence of:</p> <p>Check condition and presence of:</p> <p>C of R    <input type="checkbox"/> Aircraft Station License <input type="checkbox"/></p> <p>Flight Manual    <input type="checkbox"/> Tech. Log    <input type="checkbox"/></p> <p>Certificate of Insurance    <input type="checkbox"/> MEL    <input type="checkbox"/>                      Wt. &amp; Bal. Report    <input type="checkbox"/></p> <p>CRS    <input type="checkbox"/> OPS. MANUAL <input type="checkbox"/> Cabin Crew Manual    <input type="checkbox"/></p> <p>LOPA (Layout of Passenger Arrangement) Emergency and Safety Equipment Layout;                      <input type="checkbox"/></p>		

**Cabin Inspection: Inspect the cabin, to include the following –**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
<p>1. Lavatory to ensure the following:</p> <ul style="list-style-type: none"> <li>(a) Smoke detection system is installed</li> <li>(b) “No Smoking” placards are posted</li> <li>(c) Ashtrays are available outside the lavatory</li> </ul>		



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Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
2. Flight attendants seats, to include (a) Pulling the jump seat down to ensure seats in the path of the exits retract (b) Inspecting seat belts for Technical standard Order marking, metal to metal latching and general condition		
3. Cabin emergency equipment, to include the following: (a) Flight attendant flashlight holder (b) Slide containers, to ensure containers are properly marked for content. Check for last inspection date and pressure of slide inflation bottle if visible. (c) Medical kit (if not checked on flight deck). (d) First aid kit (seal and security) (e) Emergency oxygen for proper pressure and security. (f) Megaphone(s), if installed, for security and general condition. (g) Fire extinguishers for security, pressure, seal, and date of last inspection. (h) Life raft storage markings (if raft is required) (i) Emergency briefing cards (random sample) (j) General conditions of emergency floor path lighting system (k) Placement of all "Emergency Exit" signs (l) Presence and legibility of "Emergency Exit" operation instructions (m) Placarding for location of all emergency equipment (n) Life preservers (vests)		
4. Passenger seats, to ensure the following: (a) Seats adjacent to emergency exits do not block exit path (b) Seats are secure in seat track (random sample) (c) "Fasten Seat Belt" indications are in view from all seats		



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Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
(d) Seat belts have metal-to-metal latches and are in good condition (random sample)		
5. Galleys/service centers, to include: (a) Trash bin lids for fit (b) Storage compartment restraints (c) Galley supply storage		
6. Overhead baggage compartment for the following: (a) Weight restriction placards, if applicable (b) Proper latching of the doors, when applicable		

**Inspect the Cargo Compartment:**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable )
3. Ensure the following: (a) Cargo compartment fire protection is appropriate for its classification (b) Cargo liner is free from tears and/or punctures. If these are noted, inspect structure behind liner for damage, e.g. stringers, circumferential, etc. Ensure sealing tape is proper type and in good condition. (c) Cargo door is free of fluid leaks and structural damage (d) Fuselage door structure and sill are free of damage (e) Smoke detectors are in satisfactory condition (f) Lighting is operable and protective grills are installed (g) Cargo flooring is free from structural or other damage (h) Pallet positions/compartments are placarded for position identification and weight limitation.		



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4. Inspect pallet system, if applicable. Ensure the following - (a) Ball mats are serviceable, e.g., no broken or missing balls (b) Forward, aft, and side restraints are serviceable (c) Roller assemblies are secure and have no missing or broken rollers		
5. Ensure the 9G forward restraint net is serviceable, if applicable.		
6. Ensure that cargo restraints for bulk loaded cargo are adequate		
7. Inspect fire extinguishers for inspection due dates and pressure		

### EXTERIOR INSPECTION

**Inspect the landing gear and wheel well areas for the following:**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable )
1. Any indication of wear, chafing lines, chafing wires, cracks, dents, or other damage		
2. Structural integrity of gear and doors (cracks, dents, or other damage)		
3. Hydraulic leaks (gear struts, actuators, steering valves, etc)		
4. Tire condition		
5. Tire pressure (if pressure indicators are installed)		
6. Wheel installation and safety locking devices		
7. Wear, line security, leaks and installation of brakes		
8. Corrosion		

**Inspect the fuselage and pylons, to include the following:**



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Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. Structure for cracks, corrosion, dents, or other damage		
2. Fasteners (loose, improper, missing)		
3. Radome for general condition		
4. Pitot tubes for general condition		
5. Static ports (cleanliness and obstructions)		
6. Stall warning devices and other sensors		
7. Antennas (security and indications of corrosion)		
8. Lavatory servicing areas (evidence of fresh blue water streaks)		
9. Cargo compartments for integrity of fire-protective liners (no holes or unapproved tape used for repairs)		
10. Emergency exit identification/markings		
11. Registration marking (legibility)		
12. Installation of aircraft identification data plate and owners name plate correspond to the identity of the aircraft		
13. Confirmation from the operator that the identification plates are made of fireproof metal or other fireproof material of suitable physical properties and secured to the aircraft in a prominent position near the main entrance.		
14. All lights (general condition, broken lenses, etc.)		

**Inspect the wings and pylons to include the following:**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
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1. Structure for cracks, corrosion, dents or other damage		
2. Leading edge (dents and/or damage in line with engine inlets)		
3. Registration marking (legibility)		
4. Leading edge devices (when extended, check for actuator leaks, general condition of lines, wires and plumbing)		
5. All lights (general condition, broken lenses etc.)		
6. Flaps (cracks, corrosion, dents, and delamination)		
7. Flap wells (general condition of lines, wires and plumbing)		
8. Static Dischargers/wicks: Check for condition and number missing		
9. Ailerons and aileron tabs (cracks, corrosion, dents, delamination)		
10. Access door, inspection panels, and blowout panels (missing, loose, or improperly secured)		

**Inspect the engines, to include the following:**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. Intake for fan blade damage and oil leaks		
2. Ring cowl for missing or loose fasteners		
3. Cowling doors for security and proper fit		
4. Lower cowling for evidence of fluid leaks		
5. Exhaust for turbine and tailpipe damage, and evidence of fluids		
6. Reverser doors for stowage and security, and evidence of leaks		
7. Access doors for security		
8. Installation of engines identification data plate correspond to the identity of the engines.		



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**Inspect the propellers, if installed, for the following:**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. Leading edge of propeller for cracks, dents, and other damage		
2. De-icer boots for signs of deterioration and security		
3. Spinners for security, cracks, and evidence of fluid leaks		
4. Installation of propellers identification data plate correspond to the identity of the propellers.		

**Inspect the empennage, to include the following**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. Leading edge for dents		
2. All lights (general condition, broken lenses, etc.)		
3. Missing static discharge eliminators		
4. Elevator, rudder, and tabs (cracks, corrosion, dents, and delamination)		
5. Elevator and rudder power unit for evidence of hydraulic leaks		



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**Findings:**

Item	Findings

**Comments:**

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**Appendix III**

**Checklist for issue of Certificate of Airworthiness (C of A) initial ARC  
(HELICOPTER)**

**PART-I**

**1. AIRCRAFT DETAILS:**

**1.1 Registration Mark: VT-Type/Model: \_\_\_\_\_ MSN: \_\_\_\_\_**

**1.2 Accepted TCDS No. \_\_\_\_\_ Issue/Rev./date: \_\_\_\_\_**

**1.3 Category: Private  Aerial Work  Public Transport (Passenger   
Cargo  ) Special**

**1.3 Total hours flown since C of A issue: \_\_\_\_\_ Flight Cycles: \_\_\_\_\_ Landings: \_\_\_\_\_**

**1.4 Type of Engine: \_\_\_\_\_ Number fitted: \_\_\_\_\_**

**1.5 Type of Propeller: \_\_\_\_\_**

**1.6 Maintenance Program/Schedule\* Reference No.: \_\_\_\_\_ Issue: \_\_\_\_\_ Rev.: \_\_\_\_\_**

**1.7 Airplane Flight Manual/Pilot Operating Handbook\* Reference: \_\_\_\_\_**

**Amended standard: \_\_\_\_\_ Approved by: \_\_\_\_\_**

**1.8 The aircraft was last weighed on \_\_\_\_\_**

**1.9 Aircraft tested to acceptable Manufacturer's Flight Test Data Ref. /Date: \_\_\_\_\_**

(If applicable)

**2. REPORT AND CERTIFICATION:**

2.1A full documented review of the aircraft records have been carried out by the undersigned and it is confirmed that:

- i) the airframe, engine and propeller flying hours and associated flight cycles have been properly recorded, and;
- ii) the flight manual is applicable to the aircraft configuration and reflects the latest revision status, and;
- iii) all the maintenance due on the aircraft according to the approved maintenance program has been carried out, and;

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- iv) all known defects have been corrected or, when applicable, carried forward in a controlled manner, and;
- v) all applicable airworthiness directives have been applied and properly registered, and;
- vi) all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit, and;
- vii) the current mass and balance statement reflects the configuration of the aircraft and is valid, all the weight growth during the period has been recorded and included, if applicable. The applicable Load & Trim Sheet is prepared and approved as per latest weight schedule of the aircraft, and;
- viii) the aircraft complies with the latest revision of its type design as included in the latest TCDS rev. no.

\_\_\_\_\_, Dated \_\_\_\_\_ Approved by \_\_\_\_\_.

2.2 A physical survey of the aircraft has been carried out by the undersigned and it is confirmed that:

- g) all required markings and placards are properly installed, and;
- h) the aircraft complies with its approved flight manual, and;
- i) the aircraft is installed with ELT 406 and the same has been registered with ISRO for monitoring, and;
- j) all the equipment such as CVR, FDR, GPWS, ACAS-II are installed as applicable to the aircraft as per relevant CARs.
- k) the aircraft configuration complies with the approved documentation, and;
- l) no evident defect can be found that has not been addressed according to M.A.404, and;

no inconsistencies can be found between the aircraft and the paragraph 1 of documented review of records (Part II).

2.3 I hereby certify that based on the satisfactory result of my investigation, it is recommended that Certificate of Airworthiness (C of A) and initial Airworthiness Review Certificate (ARC ) be issued.

**DGCA Officer's signature/stamp/date:**



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### PART II (Document Review)

#### 1. Aircraft Log Books:

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1.1	Airframe hours recorded : _____		
1.2	Airframe cycles recorded: _____		
1.3	Date of last entry made: _____		
1.4	Type of last schedule maintenance check recorded: _____		
1.5	Last schedule maintenance inspection: Date performed: _____ Date recorded: _____		
1.6	Reference of the Airworthiness Flight Test: Date performed: _____ Date recorded: _____		
1.7	Last <u>Airworthiness Review Certificate (ARC)</u> : Date performed: _____ Date recorded: _____		
1.8	Last <u>Compass Swing</u> : Date performed: _____ Date recorded: _____		
1.9	Last <u>Weight and Balance</u> : Date performed: _____ Date recorded: _____		



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Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1.9	Last Weight and Balance: Date performed: _____ Date recorded: _____		
1.10	Copy of manufacturer statement of date of aircraft manufacture (first C of A issue). Record: Copy of Certificate of Conformity (New Aircraft)_ Aircraft Date of Manufacture: _____ C of A for Export issue date : _____ C of A for Export reference : _____		
1.11	Ensure accomplished AD's are recorded in the Aircraft Log Book.		
1.12	Are modification recorded in the aircraft logbook? If not, where are they recorded?		
1.13	Ensure logbook stamp impressions are legible.		
1.14	Request authorization holders list from Quality Manager. Review list of authorized technical record staff. Ensure list is up-to-date and controlled by Quality Manager. Ensure security of records.		
1.15	Check stamps and signatures in logbook are as shown on approved authorization holders list and as approved by Quality Manager/DGCA.		



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### 2. Airworthiness Directives Compliance Record:

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
2.1	Record includes list of all AD's applicable to the aircraft.		
2.2	Record includes date/hours/cycles of AD compliance.		
2.3	Method of compliance and reference to AD compliance documents correctly referenced.		
2.4	Record date/hours/cycles of next required AD action (if recurring AD).		
2.5	For non-applicable AD's, ensure that reasons is clearly indicated, acceptable methods are: N/A by aircraft type referenced in AD/SB N/A by installed part/component (list parts/components installed) N/A by engine type referenced in AD N/A STC not accomplished/applicable SB N/A different A/C weight		



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**3. Airworthiness Directives Accomplishment Record:**

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable )
3.1	Review sample of compliance records (task cards, inspection cards/reports, maintenance programs, etc.)		
3.2	Correct reference of accomplishment records in logbooks.		
3.3	Storage and security of record.		
3.4	Records include references to AD's and SB's/ASB's.		
3.5	Items are correctly recorded certified/stamped and dated.		
3.6	CRS are issued for work performed.		
3.7	Review records for CPCP programme.		

**4. Records of DGCA Mandatory Modification Requirements:**

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable )
4.1	All DGCA Mandatory Modification requirements are complied with satisfactorily and recorded. Requirements for record entry should be similar		



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**5. Engine Log Books:**

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable )
5.1	Ensure copy of engine Airworthiness Release Certificate available in Log Book. Record date of manufacture No. 1 _____ No. 2 _____ _____ Record date of export No. 1 _____ No. 2 _____ _____ Record Airworthiness Release Certificate reference No. 1 _____ No. 2 _____		
5.2	Record engine serial numbers: Pos No. 1 _____ Pos No. 2 _____		
5.3	Record log book engine hours: No 1: _____ No. 2: _____		
5.4	Record log book engine cycles:		



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Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
	No 1: _____ No. 2: _____		
5.5	Date last entry made in engine log book: No. 1 _____ No. 2 _____		
5.6	Last shop visit type/reason: No. 1 _____ _____ No. 2 _____		
5.7	Date of last shop visit. Correctly recorded data shall be in log book: No. 1 _____ No. 2 _____		
5.8	AD's and SB accomplished at last shop visit recorded.		
5.9	Date of Last engine overhaul. Correctly recorded data shall be in log book: No. 1 _____ No. 2 _____		
5.10	AD's and SB accomplished at last engine overhaul recorded.		
5.11	Date last life limited parts list updated and recorded in engine log book: No. 1 _____ No. 2 _____		
5.12	Review list of concessions recorded in engine logbook. Ensure any time limitations are not exceeded.		
5.13	Ensure accomplished engine AD's are recorded in the engine logbook.		



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Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
5.14	Check stamps and signatures in logbook are as shown on approved authorization holders list and as approved by Quality Manager/DGCA.		
5.15	Review engines module list and records.		
5.16	Record Rotor Blades Serial Numbers/TSN/TSI/TBO: Main P/N: S/N: _____ TSN _____ TSI _____ TBO _____ S/N: _____ TSN _____ TSI _____ TBO _____ S/N: _____ TSN _____ TSI _____ TBO _____ S/N: _____ TSN _____ TSI _____ TBO _____  Tail P/N: S/N: _____ TSN _____ TNE _____ S/N: _____ TSN _____ TNE _____ S/N: _____ TSN _____ _____ TNE _____ S/N: _____ TSN _____ TNE _____		

**6. Modifications and Repair records:**

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable )
6.1	All repairs and modifications are recorded and correctly identified in the aircraft/engine/modification log book (as appropriate).		
6.2	All repair data are properly approved IAW CAR-21 or other equivalent international requirements.		



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6.3	All modifications are properly approved. Ensure modifications are recorded by Title and document reference. Ensure DGCA approval references (if required) are quoted on documents.		
6.4	Documents used for the authorization of repairs or modifications are to current DGCA approved procedures.		
6.5	Required Certification (CRS) after a repair or modification.		
6.6	Modifications and/or repair are performed to approved data and drawings required under CAR -21 or other equivalent international requirements.		
6.7	Modifications and/or repairs are performed by approved organizations with an approved class and rating for the type of work undertaken.		
6.8	Minor modifications are approved IAW CAR-21.		
6.9	Major Repairs and Modifications, if any, are recorded and accomplished in accordance with the DGCA requirements		

### 7. Component history cards and records:

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable )
7.1	Markings and Placards Location and Language as per DGCA requirements		
7.2	Additional Markings, if required, as per DGCA requirements		
7.3	Cards and records are up-to-date.		
7.4	SB's, ASB's, AD's and mandatory requirements are recorded.		
7.5	Life limited components are identified on each card/record.		
7.6	Correct documentations (serviceable labels, tags, etc.) are available for each component record.		



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7.7	Check a sample of component labels and tags for completeness and accuracy of information and authorized certification.		
7.8	Check documentation concerning FDR parameter allocation, calibration of sensors and other serviceability / maintenance information to conform the accuracy of parameters of FDR.		
7.9	Components serial numbers confirm to the aircraft record		

### 8. Technical Logs/Maintenance Logs/Journey Logs:

	Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable )
8.1	Correct recording of defects and rectifications, Ensure each defect is correctly certified.		
8.2	Correct recording of removed and installed parts. Ensure correct recording of P/N's, S/N's, and Approved Release Notes.		
8.3	Correct deferred defect procedure. Ensure MEL references are always quoted (when required).		
8.4	MEL limitations. Ensure defects are cleared within the limitations of the MEL.		
8.5	Correct recording of flight details, landings, take-offs, and crew certification.		
8.6	Each journey log/technical log page is certified by the pilot-in-command prior to departure.		
8.7	A maintenance release/transit check is correctly signed prior to each flight. Daily checks and other checks certified.		
8.8	Fuel and oil data are correctly recorded and certified.		



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	Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable )
8.9	When no defects are recorded, ensure a statement to that effect is entered by the pilot-in-command.		

**9. Findings:**

Item	Findings

**10. Comments**

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**PART III (Helicopter Physical Survey)**

1. **Aircraft Registration :**
2. **Aircraft Type/Model :**
3. **Serial Number :**
4. **Date of survey :**  
**Location :**
5. **Registered Owner/Operator\*:**
6. **Name of responsible CAMO:**
7. **Name of CAR-145 Maintenance Organization:**
8. **Aircraft status during Survey:** Main Base  Line Station   
Hangar   
Ramp  Transit  Heavy Maintenance  Light  
Maintenance
11. **Aircraft surveyed for:** Issue of C of A  Issue of ARC
12. **Survey Comments:**  
  
General Airframe:

General Power-plant:

Suitability of Facilities for work on progress:

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**PART IV (Helicopter Physical Survey Detail)**

***Note: Accompany a CAR-145 AME / CRS Signatory during this part of aircraft physical survey.***

**INTERIOR INSPECTION**

Examine C of R certificate to ensure the following:

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. certificate of Registration is valid		
2. Aircraft conforms to C of R and contains the same model, MSN, and registration numbers		

**Flight Deck Inspection:**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. Inspect the following a. Instrument security and range markings b. Windows (delamination, scratches, crazing, and general visibility) c. Emergency equipment d. Seal on medical kit (if located on flight deck) e. Seat belts and shoulder harnesses (Technical Standard Order making, metal to metal latching, and general condition) f. Aircraft configuration conforms to approved documents g. Dent and Buckle Chart is maintained and is on-board.		



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<p>2. Check the following in the cockpit:</p> <ul style="list-style-type: none"> <li>a. Interphone system – select Comm 1 and Comm2 to ensure systems are working,</li> <li>b. Test the ACAS-I/ACAS-II (Version 7.1) and GPWS/ EGPWS system on Test Mode,</li> <li>c. Test the ELT for operation and recording of signal in the portable tester for ELT 406,</li> <li>d. VHF communication/ VOR system for operation,</li> <li>e. HF system for operation including SELCAL check,</li> <li>f. WX Radar system for operation (TEST MODE ONLY),</li> <li>g. Operational test of CVR including all the four channels,</li> <li>h. ATC Transponder and verification of Mode S address</li> <li>i. Crew seat including the jump seat, if installed, to ensure the seat is serviceable and that seat belt and shoulder harnesses are available.</li> </ul>		
<p>3. Documents on board: <i>(indicate N/A if not applicable)</i></p> <p>Check condition and presence of:</p> <p>Check condition and presence of:</p> <p>C of R    <input type="checkbox"/>        Aircraft Station License    <input type="checkbox"/></p> <p>Flight Manual    <input type="checkbox"/>    Tech. Log    <input type="checkbox"/></p> <p>Certificate of Insurance    <input type="checkbox"/></p> <p>MEL    <input type="checkbox"/>        A.O.C.    <input type="checkbox"/>                      Wt. &amp; Bal. Report    <input type="checkbox"/></p> <p>CRS    <input type="checkbox"/>        OPS. MANUAL                      <input type="checkbox"/>                      Cabin Crew</p> <p>Manual    <input type="checkbox"/>    LOPA (Layout of Passenger Arrangement)    <input type="checkbox"/></p> <p>Emergency and Safety Equipment Layout;    <input type="checkbox"/></p>		

**Fuselage Inspection:**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
<p>1. Ensure there is an established helicopter corrosion control program. Refer to helicopter corrosion control guide.</p>		



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2. Ensure replacement of all finite life components have been completed IAW published operating limitations.		
3. Ensure that overhaul of all components have been completed IAW published overhaul periods		
4. Ensure that the helicopter have been lubricated and serviced as required		
5. Review Special Inspections and applicable inspections carried out.		
6. Examine all inspection windows and sight glasses for cracking, crazing, and discoloration. If any of these conditions are present, the part must be removed and replaced prior to returning helicopter for service. Service Instruction (SI)		
7. Compliance with all inspections and test requirements of all installed kits.		

**Fuselage Nose Section:**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. Pitot tubes and static ports for visible obstruction and damage		
2. Nose doors for damage, corrosion, security of attachment, and for missing or damaged twist fasteners, seal for condition.		
3. Fuselage: <ul style="list-style-type: none"> <li>a. Forward fuselage area structure and skin for damage, corrosion, cleanliness, and damage to protective finish.</li> <li>b. Avionics and electrical compartment for water entrapment.</li> </ul>		
4. Battery installation: <ul style="list-style-type: none"> <li>a. Battery and external connections for security, corrosion, and condition.</li> <li>b. Battery vent and drain tubes — unobstructed.</li> <li>c. Check battery mounts for corrosion and service battery in accordance with battery manufacturer's recommendation.</li> </ul>		



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5. Electrical equipment for condition, corrosion, and security		
6. Avionics equipment for condition and security		
7. Avionics equipment for condition and security		
8. Windshield wiper arms and blades for serviceability and security		
9. Remote hydraulic filter bypass indicator-check for bypass indication		
10. Antennas for condition and security.		
11. Crew doors (and surrounding structure) for damage, corrosion, and proper operation, emergency release pins for security.		
12. Installation of aircraft identification data plate and owners name plate correspond to the identity of the aircraft		
13. Confirmation from the operator that the identification plates are made of fireproof metal or other fireproof material of suitable physical properties and secured to the aircraft in a prominent position near the main entrance.		

**Fuselage Cabin Section:**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. Fuselage structure and compartments for condition, corrosion, water entrapment, and damage to protective finish		
2. Fuselage underside for evidence of fuel and hydraulic fluid leakage.		
3. Visually inspect fuel samples for contamination,		



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<p>4. Landing gear</p> <ul style="list-style-type: none"><li>a. Forward cross tube and cap fittings for condition, corrosion, and security of attachment.</li><li>b. Aft cross tube, cap fittings, and wear strips for condition, corrosion, and security of attachment.</li><li>c. Aft cross tube support beam for wear, cracks, damage, corrosion, and security of attachment.</li><li>d. Skid tubes and skid shoes for condition, corrosion, and security of attachment.</li><li>e. Fuselage supports for wear, damage, and security of attachment.</li></ul>		
<ul style="list-style-type: none"><li>f. If installed, forward cross tube crew step fittings for corrosion, damage, and security in area of attachment.</li><li>g. Tail skid for deformation and security of attachment.</li><li>h. Emergency float reservoir pressure indicator for proper charge indication (if installed).</li><li>i. Floats for proper stowage and condition (if installed).</li></ul>		
<p>5. Landing light and searchlight for condition and security</p>		
<p>6. Antennas for damage, cleanliness, and security.</p>		
<p>7. Passenger/cargo doors (and surrounding structure) for damage, corrosion, and proper operation. Window seals for condition.</p>		
<p>8. Crew seats:</p> <ul style="list-style-type: none"><li>a. Seats for condition, security, and proper operation.</li><li>b. Cushions and backs for cleanliness, excessive deterioration, and tears.</li><li>c. Crew seat restraint assemblies for condition, security, and proper operation.</li><li>d. Crew seat attenuator for compression; inspect witness line. If line is not visible, repair attenuator assembly.</li></ul>		
<p>9. Passenger seats:</p> <ul style="list-style-type: none"><li>a. Seats for condition and security.</li><li>b. Cushions and backs for cleanliness, excessive deterioration, and tears.</li><li>c. Passenger seat restraint assemblies for condition, security, and proper operation.</li></ul>		



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<p>10. Instruments:</p> <ul style="list-style-type: none"><li>a. Instrument panel for cleanliness.</li><li>b. All instrument, placards, decals, and markings for appearance and legibility.</li><li>c. Check magnetic compass for condition and security.</li><li>d. All compass cards for validity.</li></ul>		
<p>11. Avionics and electrical equipment:</p> <ul style="list-style-type: none"><li>a. Pedestal mounted avionics/electrical equipment for condition, cleanliness, and security.</li><li>b. Overhead console for condition, cleanliness, and security.</li><li>c. All instrument lights, integrally lit panels, secondary lights, and map lights for serviceability.</li></ul>		
<ul style="list-style-type: none"><li>d. All caution and warning lights for proper operation by using master caution, fire test, and baggage compartment smoke detector press to test functions.</li><li>e. Landing and search lights for condition and security.</li><li>f. Navigation and anti-collision lights for collision and security.</li><li>g. Operationally check cabin heater system, bleed air shutoff, and line check valve.</li></ul>		
<p>12. Portable fire extinguishers for condition, mounting, and valid inspection certificate.</p>		
<p>13. Miscellaneous furnishings (map and data case, first aid kit, and emergency equipment) for condition and security.</p>		
<p>14. Main rotor transmission:</p> <ul style="list-style-type: none"><li>a. Proper oil level.</li><li>b. External oil filter for bypass indication.</li><li>c. Cases for damage, corrosion, condition, and evidence of leakage.</li><li>d. Accessories for condition, corrosion, damage, and security of attachment.</li></ul>		
<p>15. Flight control tubes for condition, corrosion, and security.</p>		

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### Fuselage Aft Cabin Left and Right Side:

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. Avionics/electrical and heater compartment doors for condition and security of attachment. Latches for proper operation.		
2. Fuselage structure: a. Avionics/electrical and heater compartments for evidence of water entrapment. b. Engine decks for condition and evidence of delamination.		
3. Avionics and electrical equipment for security and condition		
4. Heater compartment for cleanliness, condition, and security of heating system components, wiring, ducts and supports. Structure for damage and corrosion (including connections and fasteners).		
5. Tail rotor hydraulic actuator and hoses for leakage, corrosion, and security.		
6. Tail rotor control tubes for condition, corrosion, and security		
7. Engine compartment fire extinguisher containers for proper charge, condition, and mounting.		
8. Engine and reduction gearbox mounts for loose bearings and security.		
9. Engine firewalls, air intake ducts, and plenum for cracks, distortion, missing rivets, broken spot welds, and deteriorating seals or gaskets		
10. Engine cowling for missing fasteners and cracks. Latches for proper operation.		

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**Fuselage Aft/Tail boom Attachment:**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. Tail boom structure: a. Exterior structure for condition, damage, and corrosion. b. Baggage compartment interior for condition and cleanliness.		
2. Baggage compartment door for damage, proper operation, and security.		
3. Driveshaft and intermediate gearbox covers for damage and security.		
4. Tail boom mounted avionics antennas for condition and security		
5. Tail rotor hub and blade assembly: a. Tail rotor blades for condition of bond lines, cracks, corrosion, leading edge erosion, damage, security, and cleanliness. Clean blades are required to maintain enhanced visibility for safety. b. Tail rotor hub for security, corrosion, and condition.		
6. Tail skid for deformation and security of attachment.		

**Cabin Roof:**

Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
1. Cabin structure and cowlings/fairings for condition.		
2. Transmission and transmission oil lines for condition, corrosion, and leaks.		
3. Main rotor blades for condition, damage, and security.		
4. Main rotor hub: a. Inspect hub assembly for condition, corrosion, and security, paying particular attention to the integrity of sealing.		



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5. Main rotor controls: a. Visually inspect swash plate and support assembly, and collective lever for condition and security. b. Visually inspect hub and sleeve assembly for condition and security.		
6. Main rotor mast: a. Inspect mast assembly for security, corrosion, and mechanical damage. b. Inspect for evidence of oil leaks at mast bearing cap.		

**Findings:**

Item	Findings

**Comments:**

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**Appendix IV**

<b>OPERATIONS-DERIVED EQUIPMENT WHICH ARE NOT PART OF THE AIRCRAFT TYPE CERTIFICATE</b>					
<b>Applicant / Operator:</b>					
<b>Registration No: VT-</b>		<b>Aircraft type:</b>		<b>MSN:</b>	
<b>Type of Operation, the aircraft will be engaged in Tick (as applicable)</b>					
<b>Commercial Air Transport – Aeroplanes</b> (Refer Section 8, Series O Part II)			<b>Commercial Operations – Helicopters</b> (Refer Section 8, Series O Part IV)		
<b>General Aviation Operations – Aeroplanes</b> (Refer Section 8, Series O Part III)			<b>General Aviation Operations – Helicopters</b> (Refer Section 8, Series O Part V)		
<b>S. No.</b>	<b>Equipment</b>	<b>CAR Para reference</b>  (Refer relevant CAR as per Operations)	<b>Inst alled</b>		
			<b>Min. Nos. requi red</b>	<b>Fitted (Yes/N o)</b>	<b>Remarks</b>
<b>1.</b>	Medical Supplies	802 – Para 6.2.2 a)			
<b>A)</b>	First-aid kits				
<b>B)</b>	One universal precaution kit				
<b>C)</b>	Medical kit				
<b>2.</b>	Portable fire extinguishers	802 - Para 6.2.2 b)			
<b>3.</b>	Passenger briefing cards	802 - Para 6.2.2 d)			



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4.	Spare electrical fuses	802 - Para 6.2.2 e)			
5.	Flight recorder	802 - Para 6.3			
A)	CVR	I26			
B)	FDR	I25			
6.	Lifesaving rafts (Long range overwater flights)	802 Para 6.5.3.1 a)			
7.	Equipment for making pyrotechnical distress signal (Long range overwater flights)	802 Para 6.5.3.1. b)			
8.	Ground Proximity Warning Systems (GPWS)	802 Para 6.15 and 217			
9.	Emergency locator transmitter (ELT)	802 Para 6.17			
10.	Airborne collision avoidance system (ACAS II)	802 Para 6.19			
11.	Pressure-altitude reporting transponders	802 Para 6.20			
12.	Mode S transponder	802 Para 6.20.4			
13.	Microphones	802 Para 6.21			
14.	Forward-looking wind shear warning system	802 Para 6.22			

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**APPENDIX V**

**Checklist for issue of Special Flight Permit (New Aircraft)**

**PART-I**

**1. AIRCRAFT DETAILS:**

<b>Registration Mark:</b>	VT-	<b>Type/Model:</b>	
<b>MSN:</b>		<b>Accepted TCDS No.</b>	
<b>TCDS Issue/Rev./date</b>			
<b>Total hours flown since Manufacture</b>		<b>Total Cycles flown since Manufacture</b>	
<b>Total Landings since Manufacture</b>			
<b>Type of Engine Fitted</b>		<b>No. of Engine Fitted</b>	
<b>Type of Propeller Fitted</b>			
<b>Aircraft Flight Manual/Pilot Operating Handbook* Reference:</b>			
<b>Amended standard Aircraft Flight Manual/Pilot Operating Handbook and Approve by:</b>			
<b>Date &amp; Place of last weighment:</b>			
<b>Aircraft tested to acceptable Manufacturer's Flight Test Data Ref. /Date:</b>			

**2. REPORT AND CERTIFICATION:**

2.1 A full documented review of the aircraft records have been carried out by the undersigned and it is confirmed that:

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- a) the airframe, engine and propeller flying hours and associated flight cycles have been properly recorded, and;
- b) the flight manual is applicable to the aircraft configuration and reflects the latest revision status, and;
- c) all the maintenance due on the aircraft according to the approved maintenance program has been carried out, and;
- d) all known defects have been corrected or, when applicable, carried forward in a controlled manner, and;
- e) all applicable airworthiness directives have been applied and properly registered, and;
- f) all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit, and;
- g) the current mass and balance statement reflects the configuration of the aircraft and is valid, all the weight growth during the period has been recorded and included, if applicable. The applicable Load & Trim Sheet is prepared and approved as per latest weight schedule of the aircraft, and;
- h) the aircraft complies with the latest revision of its type design as included in the latest TCDS rev. no. \_\_\_\_\_, Dated \_\_\_\_\_ Approved by \_\_\_\_\_.

2.2 A physical survey of the aircraft has been carried out by the undersigned and it is confirmed that:

- a) all required markings and placards are properly installed, and;
- b) the aircraft complies with its approved flight manual, and;
- c) the aircraft is installed with ELT 406 and the same has been registered with ISRO for monitoring, and;
- d) all the equipment such as CVR, FDR, GPWS, ACAS-II (7.1 version) are installed as applicable to the aircraft as per relevant CARs.
- e) the aircraft configuration complies with the approved documentation, and;
- f) no evident defect can be found that has not been addressed according to M.A.404, and;
- g) no inconsistencies can be found between the aircraft and the paragraph 1 of documented review of records (Part II).

#### DECLARATION:

We hereby certify that nothing is concealed in this report which may lead to non-issuance of Special Flight Permit in respect of \_\_\_\_\_ (Type of Aircraft) VT- \_\_\_\_\_ (Regn.No.) (MSN" \_\_\_\_\_) and the said aircraft is fit for issuance of Special Flight Permit by DGCA.



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Signature of Authorised AME(B1):	Signature of Authorised AME(B1):
Name of AME:	Name of AME:
AME Licence No.:	AME Licence No.:
DGCA Authorisation Ref:	DGCA Authorisation Ref:

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**PART II (Document Review)**

**1. Aircraft Log Books:**

	Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable )
1.1	Airframe hours recorded: _____		
1.2	Airframe cycles recorded: _____		
1.3	Reference of the Airworthiness Flight Test: Date performed: _____ Date recorded: ____		
1.4	Last Compass Swing: Date performed: _____ Date recorded: ____		
1.5	Last Weight and Balance: Date performed: _____ Date recorded: ____		
1.6	Copy of manufacturer statement of date of aircraft manufacture Record: Copy of Certificate of Conformity (New Aircraft)_ Aircraft Date of Manufacture: _____ C of A for Export issue date : _____ C of A for Export reference : _____		
1.7	Ensure accomplished AD's and SBs are recorded.		
1.8	No applicable AD or SB due for accomplishment.		

**2. Airworthiness Directives Compliance Record:**

**3. Airworthiness Directives Accomplishment Record:**



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Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable )
2.1	Record includes list of all AD's applicable to the aircraft.		
2.2	Record includes date/hours/cycles of AD compliance.		
2.3	Method of compliance and reference to AD compliance documents correctly referenced.		
2.4	Record date/hours/cycles of next required AD action (if recurring AD).		
2.5	For non-applicable AD's, ensure that reasons is clearly indicated, acceptable methods are: N/A by aircraft type referenced in AD/SB N/A by installed part/component (list parts/components installed) N/A by engine type referenced in AD N/A STC not accomplished/applicable SB N/A different A/C weight		
3.1	Review sample of compliance records (task cards, inspection cards/reports, maintenance programs, etc.)		
3.2	Correct reference of accomplishment records in logbooks.		
3.3	Storage and security of record.		
3.4	Records include references to AD's and SB's/ASB's.		
3.5	Items are correctly recorded certified/stamped and dated.		
3.6	CRS are issued for work performed.		



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**4. Records of DGCA Mandatory Modification Requirements:**

	Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
4.1	All DGCA Mandatory Modification requirements are complied with satisfactorily and recorded. Requirements for record entry should be similar		

**5. Engine Details:**

	Item	Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
5.1	Record date of manufacture No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____		
5.2	Record engine serial numbers: Pos No. 1 _____ Pos No. 2 _____ Pos No. 3 _____ Pos No. 4 _____		
5.3	Record engine hours: _____ No 1: _____ No. 2: _____ No. 3: _____ No 4: _____		
5.4	Record engine cycles: _____ No 1: _____ No. 2: _____ No. 3: _____ No 4: _____		
5.5	All applicable AD's and SB accomplished		



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Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
5.6	Life limited parts list updated and recorded No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____		
5.7	Review list of concessions recorded and any time limitations are not exceeded.		
5.8	Review engines module list and records.		

### 6. Propeller Details:

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
6.1	Record date of manufacture No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____		
6.2	Record propeller serial numbers: Pos No. 1 _____ Pos No. 2 _____ Pos No. 3 _____ Pos No. 4 _____		
6.3	Record propeller hours: ____ _ No 1: ____ No. 2: ____ No. 3: ____ No 4: _		
6.4	All applicable AD's and SB accomplished		



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Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
6.5	Review list of concessions recorded and any time limitations are not exceeded.		

### 7. Modifications and Repair Records:

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
7.1	All repairs and modifications are recorded and correctly identified in the aircraft/engine/modification log book (if applicable)		
7.2	Modifications and/or repair are performed to approved data and drawings required under CAR-21 or other equivalent international requirements.		

### 8. Component History Cards and Records:

Item		Observation(s) Sat/Unsat/Not Applicable	Remarks (if Unsat/ Not Applicable)
8.1	Markings and Placards Location and Language as per DGCA requirements		
8.2	Additional Markings, if required, as per DGCA requirements		
8.3	Cards and records are up-to-date.		
8.4	SB's, ASB's, AD's and mandatory requirements are recorded.		
8.5	Life limited components are identified on each card/record.		



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8.6	Correct documentations (serviceable labels, tags, etc.) are available for each component record.		
8.7	Check a sample of component labels and tags for completeness and accuracy of information and authorized certification.		
8.8	Check documentation concerning FDR parameter allocation, calibration of sensors and other serviceability / maintenance information to conform the accuracy of parameters of FDR.		
8.9	Components serial numbers conform to the aircraft records		

**Open Items/ Findings: (Write NIL if there is no Open item or No finding)**

Signature of Authorised AME(B1):	Signature of Authorised AME(B2):
Name of AME:	Name of AME:
AME Licence No.:	AME Licence No.:
DGCA Authorisation Ref:	DGCA Authorisation Ref:



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**PART III (Aircraft Physical Survey)**

1. **Aircraft Registration :**
2. **Aircraft Type/Model :**
3. **Serial Number (MSN) :**
4. **Date of survey :**  
**Location :**
5. **Registered Owner/Operator\*:**
6. **Name of responsible CAMO:**
7. **Name of CAR-145 Maintenance Organization:**
8. **Aircraft surveyed for: Issue of Special Flight Permit**
9. **Survey Comments:**

General Airframe:

General Power-plant:

General Propeller:



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**PART IV (Aircraft Physical Survey Detail)**

**INTERIOR INSPECTION**

**Flight Deck Inspection:**

<b>Item</b>	<b>Observation(s) Sat/Unsat/Not Applicable</b>	<b>Remarks in case of Unsat/ N/A</b>
1. Inspect the following a) Instrument security and range markings b) Windows (delamination, scratches, crazing, and general visibility) c) Emergency equipment d) Seal on medical kit (if located on flight deck) e) Seat belts and shoulder harnesses (Technical Standard Order making, metal to metal latching, and general condition) f) Aircraft configuration conforms to approved documents g) Dent and Buckle Chart is maintained and is on-board.		
2. Check the following in the cockpit: a) Interphone system – select Comm 1 and Comm2 to ensure systems are working, b) Test the ACAS-II (7.1) and EGPWS system on Test Mode, c) Test the ELT for operation and recording of signal in the portable tester for ELT 406, d) VHF communication/ VOR system for operation, e) HF system for operation including SELCAL check, f) WX Radar system for operation (TEST MODE ONLY), g) Operational test of CVR including all the four channels,		



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<p>h) ATC Transponder and verification of Mode S address</p> <p>i) Crew seat including the jump seat, if installed, to ensure the seat is serviceable and that seat belt and shoulder harnesses are available.</p>		
<p>3. Documents on board: (<i>indicate N/A if not applicable</i>)</p> <p>Check condition and presence of: Temp C of R <input type="checkbox"/></p> <p>Aircraft Station License <input type="checkbox"/></p> <p>Flight Manual <input type="checkbox"/></p> <p>Tech. Log <input type="checkbox"/></p> <p>Certificate of Insurance <input type="checkbox"/></p> <p>Wt. &amp; Bal. Report <input type="checkbox"/></p> <p>LOPA (Layout of Passenger Arrangement) Emergency and Safety <input type="checkbox"/></p> <p>Equipment Layout; <input type="checkbox"/></p>		

**Cabin Inspection: Inspect the cabin, to include the following –**

Item	Observation(s) Sat/ Unsat/ N/A	Remarks in case of Unsat/ N/A
<p>1. Lavatory to ensure the following:</p> <p>a) Smoke detection system is installed</p> <p>b) “No Smoking” placards are posted</p> <p>c) Ashtrays are available outside the lavatory</p>		
<p>2. Flight attendants seats, to include</p> <p>a) Pulling the jump seat down to ensure seats in the path of the exits retract</p> <p>b) Inspecting seat belts for Technical standard Order marking, metal to metal latching and general condition</p>		
<p>3. Cabin emergency equipment, to include the following:</p> <p>a) Flight attendant flashlight holder</p>		



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Item	Observation(s) Sat/ Unsat/ N/A	Remarks in case of Unsat/ N/A
<p>b) Slide containers, to ensure containers are properly marked for content. Check for last inspection date and pressure of slide inflation bottle if visible.</p> <p>c) Medical kit (if not checked on flight deck).</p> <p>d) First aid kit (seal and security)</p> <p>e) Emergency oxygen for proper pressure and security.</p> <p>f) Megaphone(s), if installed, for security and general condition.</p> <p>g) Fire extinguishers for security, pressure, seal, and date of last inspection.</p> <p>h) Life raft storage markings (if raft is required)</p> <p>i) Emergency briefing cards (random sample)</p> <p>j) General conditions of emergency floor path lighting system</p> <p>k) Placement of all "Emergency Exit" signs</p> <p>l) Presence and legibility of "Emergency Exit" operation instructions</p> <p>m) Placarding for location of all emergency equipment</p> <p>n) Life preservers (vests)</p>		
<p>4. Passenger seats, to ensure the following:</p> <p>a) Seats adjacent to emergency exits do not block exit path</p> <p>b) Seats are secure in seat track (random sample)</p> <p>c) "Fasten Seat Belt" indications are in view from all seats</p> <p>d) Seat belts have metal-to-metal latches and are in good condition (random sample)</p>		



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Item	Observation(s) Sat/ Unsat/ N/A	Remarks in case of Unsat/ N/A
5. Galleys/service centers, to include: <ul style="list-style-type: none"> <li>a) Trash bin lids for fit</li> <li>b) Storage compartment restraints</li> <li>c) Galley supply storage</li> </ul>		
6. Overhead baggage compartment for the following: <ul style="list-style-type: none"> <li>a) Weight restriction placards, if applicable</li> <li>b) Proper latching of the doors, when applicable</li> </ul>		

**Inspect the Cargo Compartment:**

Item	Observation(s) Sat/ Unsat/ N/A	Remarks in case of Unsat/ N/A
7. Ensure the following: <ul style="list-style-type: none"> <li>a) Cargo compartment fire protection is appropriate for its classification</li> <li>b) Cargo liner is free from tears and/or punctures. If these are noted, inspect structure behind liner for damage, e.g. stringers, circumferential, etc. Ensure sealing tape is proper type and in good condition.</li> <li>c) Cargo door is free of fluid leaks and structural damage</li> <li>d) Fuselage door structure and sill are free of damage</li> <li>e) Smoke detectors are in satisfactory condition</li> <li>f) Lighting is operable and protective grills are installed</li> <li>g) Cargo flooring is free from structural or other damage</li> </ul>		



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h) Pallet positions/compartments are placarded for position identification and weight limitation.		
8. Inspect pallet system, if applicable. Ensure the following - a) Ball mats are serviceable, e.g., no broken or missing balls b) Forward, aft, and side restraints are serviceable c) Roller assemblies are secure and have no missing or broken rollers		
9. Ensure the 9G forward restraint net is serviceable, if applicable.		
10. Ensure that cargo restraints for bulk loaded cargo are adequate		
11. Inspect fire extinguishers for inspection due dates and pressure		

**EXTERIOR INSPECTION**

**Inspect the landing gear and wheel well areas for the following:**

Item	Observation(s) Sat/ Unsat/ N/A	Remarks in case of Unsat/ N/A
1. Any indication of wear, chafing lines, chafing wires, cracks, dents, or other damage		
2. Structural integrity of gear and doors (cracks, dents, or other damage)		
3. Hydraulic leaks (gear struts, actuators, steering valves, etc)		
6. Tire condition		
7. Tire pressure (if pressure indicators are installed)		
8. Wheel installation and safety locking devices		
9. Wear, line security, leaks and installation of brakes		
10. Corrosion		



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**Inspect the fuselage and pylons, to include the following:**

Item	Observation(s) Sat/ Unsat/ N/A	Remarks in case of Unsat/ N/A
11. Structure for cracks, corrosion, dents, or other damage		
12. Fasteners (loose, improper, missing)		
13. Radome for general condition		
14. Pitot tubes for general condition		
15. Static ports (cleanliness and obstructions)		
16. Stall warning devices and other sensors		
17. Antennas (security and indications of corrosion)		
18. Lavatory servicing areas (evidence of fresh blue water streaks)		
19. Cargo compartments for integrity of fire-protective liners (no holes or unapproved tape used for repairs)		
20. Emergency exit identification/markings		
21. Registration marking (legibility)		
22. Installation of aircraft identification data plate and owners name plate correspond to the identity of the aircraft		
23. Confirmation that the identification plates are made of fireproof metal or other fireproof material of suitable physical properties and secured to the aircraft in a prominent position near the main entrance.		
24. All lights (general condition, broken lenses, etc.)		

**Inspect the wings and pylons to include the following:**

Item	Observation(s) Sat/ Unsat/ N/A	Remarks in case of Unsat/ N/A
25. Structure for cracks, corrosion, dents or other damage		
26. Leading edge (dents and/or damage in line with engine inlets)		



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27.Registration marking (legibility)		
28.Leading edge devices (when extended, check for actuator leaks, general condition of lines, wires and plumbing)		
29.All lights (general condition, broken lenses etc.)		
30.Flaps (cracks, corrosion, dents, and delamination)		
31.Flap wells (general condition of lines, wires and plumbing)		
32.Static Dischargers/wicks: Check for condition and number missing		
33.Ailerons and aileron tabs (cracks, corrosion, dents, delamination)		
34.Access door, inspection panels, and blowout panels (missing, loose, or improperly secured)		

### Inspect the engines, to include the following:

Item	Observation(s) Sat/ Unsat/ N/A	Remarks in case of Unsat/ N/A
35.Intake for fan blade damage and oil leaks		
36.Ring cowl for missing or loose fasteners		
37.Cowling doors for security and proper fit		
38.Lower cowling for evidence of fluid leaks		
39.Exhaust for turbine and tailpipe damage, and evidence of fluids		
40.Reverser doors for stowage and security, and evidence of leaks		
41.Access doors for security		
42. Installation of engines identification data plate correspond to the identity of the engines.		



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**Inspect the propellers, if installed, for the following:**

Item	Observation(s) Sat/ Unsat/ N/A	Remarks in case of Unsat/ N/A
43. Leading edge of propeller for cracks, dents, and other damage		
44. De-icer boots for signs of deterioration and security		
45. Spinners for security, cracks, and evidence of fluid leaks		
46. Installation of propellers identification data plate correspond to the identity of the propellers.		

**Inspect the empennage, to include the following**

Item	Observation(s) Sat/ Unsat/ N/A	Remarks in case of Unsat/ N/A
47. Leading edge for dents		
48. All lights (general condition, broken lenses, etc.)		
49. Missing static discharge eliminators		
50. Elevator, rudder, and tabs (cracks, corrosion, dents, and delamination)		
51. Elevator and rudder power unit for evidence of hydraulic leaks		



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**Open Items/ Findings: (Write NIL if there is no Open item or No finding)**

***Details of Findings:***

***Comments (Recommendation for Issue of Special Flight Permit):***

Signature of Authorised AME(B1):

Signature of Authorised AME(B2):

Name of AME:

Name of AME:

AME Licence No.:

AME Licence No.:

DGCA Authorisation Ref:

DGCA Authorisation Ref: