

### Preparation Requirements for Certificate of Airworthiness (CoA) Initial Issue

The following are the preparation requirements to enable the Operator (normally the person identified on Form 20 as the Nominated Airworthiness Technical Representative (NATR)) to present an aircraft and its technical records documents, during an Isle of Man Aircraft Registry (IOMAR) initial airworthiness survey.

Prior to requesting an airworthiness survey of the aircraft and its technical records, the Operator (NATR) must have completed their own inspection of the aircraft and records and satisfied themselves that they are in a position to demonstrate that each of the applicable items on this preparation document has reached a full level of compliance and when appropriate, providing documents if requested by the airworthiness surveyor.

If there are any items about which you are unsure or cannot satisfy, please contact the Aircraft Registry or the assigned Surveyor in advance of the survey to discuss a possible resolution.

Where appropriate, information should be entered in this document, dates, locations etc. This will assist with an efficient demonstration of preparation.

All references to the "Air Navigation (Isle of Man) Order" are applicable to the current issue as confirmed on our website at the address stated above.

#### **NOTE:**

- Any alleviations/concessions from the IOMAR requirements can only be issued by the Aircraft Registry.
- Full compliance to RP 7 meets the necessary requirements to satisfy item RP 1 / Gate 5.

#### **Definition**

"The person presenting the aircraft"

This should be, where possible the Nominated Airworthiness Technical Representative (NATR), however the Operator may choose to have another person present the aircraft (PPtA) and its records, and therefore on the day the person presenting the aircraft will take full responsibility to be knowledgeable of the aircraft, its records and the IOMAR requirements. The NATR must ensure a full brief is provided to the PPtA of what is expected during the survey.

	Item	Requirement
1	Type Certificate Data Sheet (TCDS)	<p>The aircraft must continue to conform to its TCDS as entered upon the IOMAR Form 3 (Application for a CoA Survey). Any modifications which affect compliance must be recorded on the application and discussed with the Surveyor at the time of survey. (Refer to item 6, below).</p> <p>Enter TCDS Number.....</p>
2	Manufacturing Certificate of Conformity (new aircraft)	If the aircraft is new, being delivered from the factory, a copy of the manufacturer's conformity statement should be provided (EASA Form 52 for EASA Member State types).
3	Concessions or design deviations arising during manufacture	<ol style="list-style-type: none"> <li>1. Information concerning any concessions or design deviations should be provided to the Surveyor for review.</li> <li>2. It will be required to identify all IFCAs if applicable, are recorded within the SIFCA record of the IOMAR AMP and compliance by appropriate maintenance records should be made available on request.</li> </ol>
4	Production or maintenance release documents Engine(s) / Propeller(s) (e.g. EASA Form 1, FAA 8130-3, or TC 24-0078)	<p>A copy of the appropriate release document for the engine(s) is to be made available to the Surveyor.</p> <p><b>Note:</b> <i>If the aircraft is newly built within the USA and the engine(s) / Propeller (s) are manufactured in the USA a certificate of conformity issued by the engine manufacturer is acceptable.</i></p>
5	Instructions for Continuing Airworthiness (RP11 – PIFCA & SIFCA)	<p>The PPTA must be able to demonstrate all ICA (TLMC) applicable information, e.g Complied with , next due etc. for PIFCA &amp; SIFCA (RP11 list SIFCA examples)</p> <p>Note</p> <p>Approval of the Maintenance Programme submitted on F100 will already have taken place prior to the survey, this section samples the specific entries within the identified source data.</p>
6	Airworthiness Directives (and IOMAR issued mandatory requirements for airworthiness)	<ol style="list-style-type: none"> <li>1. Demonstration that respective issued ADs have been reviewed for applicability is required for the airframe, and each of its engine(s) and propeller(s) and any equipment fitted to the aircraft.</li> <li>2. Where an AD is applicable, it must be able to be demonstrated that the AD has been complied with (evidence of maintenance records, Task Cards and or log book entries), or compliance to the AD is NOT yet due but has been forecast as a SIFCA of the AMP.</li> <li>3. You will have received an email prior to the survey, that confirms the ADs state of issue that are expected to be demonstrated for Aircraft, Engine, Propellers, but seek advice of the IOMAR if necessary .</li> </ol>

7	<p>Modification records (Service Bulletins (SB), Supplemental Type Certificates (STC), Major Modifications, etc. (Consider any SIFCA to include in the operators recording document / media as AMP approval)</p>	<p>All modifications embodied to the aircraft, its engine(s) and propeller(s ) will require,</p> <ol style="list-style-type: none"> <li>1. Demonstration of modification reference, method of approval and date of embodiment is required, (this may include changes to AFM / WT Balance data).</li> <li>2. It will be required to identify all IFCAs if applicable, are recorded within the SIFCA record and compliance by appropriate maintenance records should be made available on request.</li> </ol>
8	<p>Repair record (Consider any SIFCA to include in the operators recording document / media as AMP approval)</p>	<ol style="list-style-type: none"> <li>1. A list of repairs should be demonstrated where applicable, recording all repairs to the aircraft, its engine(s) and propeller(s), detailing repair reference, method of approval and date of embodiment.</li> <li>2. It will be required to identify all IFCAs if applicable, are recorded within the Operators specific SIFCA section for repairs and compliance by appropriate maintenance records should be made available on request.</li> </ol>
9	<p>Life limited parts (LLPs)</p>	<p>A record of life limited parts fitted to the aircraft should be available for the Surveyor to review. The record should be checked against the maintenance manual, AD, SB etc. requirement for accuracy of life limits applied. The provenance of any replacement parts must be acceptable.</p>
10	<p>Weighing report</p>	<ol style="list-style-type: none"> <li>1. The latest weighing report should be made available. The period since the last weighing should not exceed that detailed in the TC Holder Recommendations if issued. (The RP11 identifies the respective re-weigh time frame for IOMAR aircraft for inclusion in the SIFCA recording medium).</li> <li>2. The organisation should ensure that the weighing report/weighing record data is within the limits specified in the Flight Manual/Pilot's Operating Handbook and Type Certificate Data Sheet (TCDS).</li> </ol>
11	<p>Weight schedule</p>	<p>The Weight Schedule should be reviewed to ensure that the data reflects the latest weighing report and provides details of the additional equipment installed which will enable the associated variable weights, necessary to calculate the weight and C of G position of the aircraft, to be calculated prior to flight.</p>
12	<p>Airframe, Engine, and Propeller logbooks and associated records As required by Air Navigation (Isle of Man) Order</p>	<ol style="list-style-type: none"> <li>1. All required logbooks should be made available (including historical logbooks).</li> <li>2. All logbook entries should be up to date to include the latest maintenance, hours, cycles, etc.</li> <li>3. All historical (back to birth) maintenance records (work packs, etc.) including release statements/certifications for the aircraft, its engine(s) and propeller(s) should be available for the Surveyor on request.</li> </ol>

13	Passenger cabin configuration	<ol style="list-style-type: none"> <li>1. Documents supporting the aircraft interior configuration will be required, i.e. the interior fit was carried out in accordance with an STC or major modification or manufacturers build data; then the associated data and drawings should be available.</li> <li>2. Drawings identifying mandatory placards and exit marking should also be made available.</li> </ol>
14	Flight test report (new aircraft only)	The production flight test report or certificate should be made available for the Surveyor to review.
15	Flight Manual/Pilot Operating Handbook	<ol style="list-style-type: none"> <li>1. The Operator must ensure that the Flight Manual/Pilot Operating Handbook stipulated on the applicable TCDS is available at the TC Holder's latest revision.</li> <li>2. A contents check should be carried out of the manual to ensure that the latest revision, current temporary revisions, and applicable Supplements only, have been incorporated either directly or by alternative means. Where non-TC holder Supplements are required, a separate index should be included.</li> <li>3. If an approved Electronic Flight Bag is held (listed on the aircraft Ops Spec), the PPTA must be able to demonstrate that the electronic AFM is at the correct amendment status. (please note that should hard copy be held in addition to EFB, this will also be required to demonstrate the correct revision)</li> </ol> <p>Confirm current revision as per TC Holders latest available information.</p> <p>Rev / Issue Number .....Date of Issue .....</p>
16	<p><b>Physical survey</b> – The Surveyor will require access to the aircraft at the same location as the records.</p> <p>A sample of the airframe, wings, engines, propellers, cabin, flight deck, Undercarriage, flight controls, lights and baggage / cargo/ equipment bays should be carried out to be satisfied with the airworthiness standard. Confirmation that any modifications embodied, or ADs complied with have been embodied correctly.</p> <p>A. Manufacturer's Data Plate</p> <p>B. Placards</p>	<p>The aircraft should be in the following condition where possible: (Please discuss with your allocated airworthiness surveyor if any of the following cannot be complied with).</p> <ul style="list-style-type: none"> <li>• Aircraft located in a Hangar, electrical / hydraulic power available.</li> <li>• Flaps in the down position, Any Undercarriage fairings, Equipment / cargo / APU bays, Engine cowls open (or removed).</li> <li>• Access equipment (stage, platforms, lifts etc.) should be adequate to gain access to aircraft.</li> <li>• Sufficient lighting, with addition of portable lighting if necessary.</li> </ul> <p><i>Please ensure all Health and Safety aspects are considered prior to the survey.</i></p> <p>A. Must be installed, legible. Note location .....</p> <p>B. Placards required by the approved source data, e.g. AFM, Modifications, TCDS, STCs etc, must be present and legible.</p>

**Additional Information**

- 1) Survey with no RP7 findings, the Surveyor submits a recommendation to the Isle of Man Aircraft Registry that a standard has been achieved to issue a CoA. IOMAR will confirm whether all registration requirements have been satisfied.

Following the conclusion of a satisfactory initial survey, the IOMAR will issue by email the Certificate of Registration and Certificate of Airworthiness in digital format to the Registered Owner, Operator, FOR and NATR. The digital certificates are rendered valid as the original documents in their digital form by IOMAR. They satisfy the on-board carriage requirements for aircraft engaged in international air navigation in accordance with Articles 29 and 31 of the Convention on International Civil Aviation as well as the requirements of Annex 7 and 8 to the same Convention.

The certificates may be carried using a portable electronic device (PED), or if the aircraft has approval, an Electronic Flight Bag (EFB).

- 2) Survey with findings - (Classified as an incomplete survey).
  - a. If during the survey any areas are not able to be demonstrated to the satisfaction of the Surveyor, a Form 32 will be raised identifying non-compliance issues which require to be corrected.
  - b. The Surveyor will then discuss the findings and brief the person presenting the aircraft in general terms what action is required. A copy of the form will be left with the person presenting the aircraft (Please note the IOMAR may at a later date, forward a copy of the F32 findings to the Operator for their information).
  - c. Once the findings have been closed, the Surveyor will submit a recommendation to IOMAR that a standard has been achieved to issue a Certificate of Airworthiness; IOMAR will confirm whether all registration requirements have been satisfied and will email digital certificates as described in 1) above.