

Preparation Requirements for Certificate of Airworthiness (C of A) Renewal Survey

The following are the preparation requirements to enable the Operator (normally the person identified on Form 31 as the Nominated Airworthiness Technical Representative (NATR)) to present an aircraft and its technical records documents, during an Isle of Man Aircraft Registry (IOMAR) renewal 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.

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 9 (Application for a CoA Renewal 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 5, below).</p> <p>Enter TCDS Number.....</p>
2	Compliance with the aircraft's , Approved Maintenance Programme – F102 SEE DETAIL 2A/B/D below for additional IOMAR requirement of compliance.	<p>The person presenting the aircraft should be in a position to demonstrate the aircraft has been maintained in accordance with the Aircraft Registry approved Maintenance Programme with documentary evidence all scheduled maintenance has been completed at the required intervals. (Overdue maintenance items, not being managed by a variation are classified as a reportable occurrence, you must ensure that an occurrence report has been submitted to the registry F30.)</p> <p>Enter AMP Reference</p> <p>All Variations applied should be entered in the aircraft log book.</p>
2A	<p>Flight Data Recorder (FDR), Cockpit Voice Recorder(CVR).</p> <p>(This requirement is to ascertain the quality and completeness of the recorded data and evidence of the actual review must be available at the time of survey, BITE test or download only, does not meet the requirements of this entry).</p>	<p>Refer to aircraft RP11 Para 3.4.4 - Aircraft Maintenance Programme Guidance and Instructions. Please note, if the equipment is installed on the aircraft regardless of MTWA, these checks are required.</p>
2B	Weighing report –	<p>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)</p> <p>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).</p>

2C	Weight schedule	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.
2D	Mandatory Placard	The Operator is required to demonstrate the inclusion of a full Mandatory placard check on an annual basis, and to identify the source data applicable (All placards identified by TCDS Holder, STC holders, and other design approval holders) Surveyor will sample the documents but not the actual placards
3	In Service defects	Any defects discovered in operation have either been rectified or deferred in accordance with an approved documentation (i.e. permissions, MEL (if applicable) with repair intervals observed).
4	Airworthiness Directives (and IOMAR issued mandatory requirements for airworthiness)	<ol style="list-style-type: none"> 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. 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. 3. The surveyor will have confirmed prior to the survey, the ADs state of issue that are expected to be demonstrated for Aircraft, Engine, Propellers, but seek advice of the IOMAR if necessary.
5	<p>Modification records</p> <p>(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>PLEASE NOTE – this includes any radio equipment changes or introduction of additional transmitting equipment. All required radio equipment should be of an approved type.</p> <p>NOTE: UK CAA, EASA ETSO, EASA Member State National Approvals and FAA TSO are accepted</p>	<p>All modifications embodied to the aircraft, its engine(s) and propeller(s) will require,</p> <ol style="list-style-type: none"> 1. Demonstration of modification reference, method of approval and date of embodiment is required, (this may include changes to AFM / WT Balance data). 2. It will be required to identify all IFCA's if applicable, are recorded within the SIFCA record and compliance by appropriate maintenance records should be made available on request.

6	<p>Repair record (Consider any SIFCA to include in the operators recording document / media as AMP approval)</p>	<p>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.</p> <p>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.</p>
7	<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>
8	<p>Certificates of Release to Service (CRS) (As required by Air Navigation (Isle of Man) Order)</p>	<p>Certificates of Release to Service made in accordance with the current AMC, RP005, for all maintenance performed since last C of A issue or previous renewal should be available, with associated logbooks entries complete and up to date for the surveyor to review at the time of the survey.</p>
9	<p>Airframe, Engine, and Propeller logbooks and associated records ((As required by Air Navigation (Isle of Man) Order)</p>	<p>1. Copies of all logbook entries covering the period in review should available.</p> <p>2. All logbook entries should be up to date at the time of the survey to include the latest maintenance, hours, cycles, etc.</p> <p>3. The associated continuing airworthiness maintenance records including release statements /certifications for the aircraft, its engine(s) and propeller(s) should be made available for the Surveyor.</p>

10	Flight Manual/Pilot Operating Handbook	<p>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.</p> <p>2. If an approved Electronic Flight Bag is held (listed on the aircraft Ops Spec), the person presenting the aircraft 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)</p> <p>3. 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. Where non-TC holder Supplements are required, a separate index should be included.</p> <p>Confirm current revision as per TC Holders latest available information.</p> <p>Rev / Issue NumberDate of Issue</p>
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Additional Information

1) For a survey with no findings, the Surveyor will submit a recommendation to the Isle of Man Aircraft Registry that a standard has been achieved to issue a Certificate of Airworthiness.

At the conclusion of a satisfactory renewal survey the IOMAR will issue by email the Certificate of Airworthiness in digital format to the Registered Owner, Operator, FOR and NATR. The digital certificate is rendered valid as the original document in its digital form by IOMAR. It satisfies 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 certificate may be carried using a portable electronic device (PED), or if the aircraft has approval, an Electronic Flight Bag (EFB).

2) Survey with open findings. (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. 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 forward a copy of all the findings to the Operator for their information at a later date).
- b. 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 email a digital certificate as described in 1) above.