

Checklist for Registering Aircraft in the Isle of Man

Forms and guidance documents can also be found on our website, www.iomaircraftregistry.com

To assist you through the process of registering an aircraft on the Isle of Man Aircraft Register, please find below details of the requirements for registration and the initial issue of a Certificate of Airworthiness.

1. Aircraft registered in the Isle of Man are only for private and corporate use, not commercial air transport or aerial work.
2. Type Certificate Data Sheets acceptable to the Isle of Man Aircraft Registry (IOMAR) are those that conform to one of the following: USA, Canada and the States represented by EASA.
3. The consolidated [Air Navigation \(Isle of Man\) Order](#) is available on our website.
 - a. Article 5 lists the qualified persons who may register aircraft in the Isle of Man.
 - b. Schedule 3 & 4 identify the IOM National Requirements for operational, emergency, communication and navigation equipment – guidance documents are available on the [Operational & Emergency Equipment](#) page of our website.
4. The Registered Owner must nominate an Operator for the aircraft who will have accountability for the safe operation of the aircraft. The Operator must have sufficiently trained, competent staff to support the operation, including a:
 - a. **Flight Operations Representative (FOR)** who will be the primary point of contact with the IOMAR for all flight operational matters on behalf of the Operator.
 - b. **Nominated Airworthiness Technical Representative (NATR)** who will be the single point of contact with the IOMAR for all matters of airworthiness on behalf of the Operator.The FOR & NATR are nominated via the [Form 20 – Operator Declaration of Compliance & Delegated Authority](#) which should be completed and submitted by the Operator to the IOMAR as early on in the registration process as possible.
5. To begin the registration process, please submit completed signed copies of the forms and documents outlined in the table from page 2 onwards. A representative from the registered owner or operator should be nominated to be the main point of contact with the IOMAR throughout the process.
6. An invoice will be raised upon completion of the registration process. Cheques should be made payable to *Isle of Man Government*. For electronic payments our bank details are provided on the invoice.
7. Please refer to our website for information relating to [Mortgage Services](#) or [Cape Town Convention and IDERA](#).
8. Please submit all applications electronically; wet ink or verified digital signatures are acceptable.

Survey Preparation

Aircraft should not be deregistered from their previous state of register until such a time as applications for registration have been accepted by the IOMAR. An Export Certificate of Airworthiness or Acceptable Means of Compliance (see notes on [Form 3](#)) should be provided to the Registry **prior to the day of the survey**. If the aircraft is a new build the Export Certificate of Airworthiness should be provided as soon as available. Any survey required for the issue of an Export Certificate of Airworthiness must have been completed before the IOMAR surveyor commences the initial Certificate of Airworthiness survey. The aircraft should be prepared for survey in accordance with [RP 7](#). An IOMAR surveyor will attend on a pre-arranged survey date and location with the intention of making a recommendation for a Certificate of Airworthiness to be issued so that the aircraft may operate as soon as possible afterwards. Please refer to the checklist overleaf which includes links to each of the forms to be completed.

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Items 1 to 7 must be completed and submitted to the Aircraft Registry before survey arrangements can begin.
Please e-mail all documents and forms to aircraft@gov.im

**To be completed by a person with technical knowledge of the aircraft.*

Gate 1 - Initial Application Stage		
1	<input type="checkbox"/>	Certificate of Incorporation OR equivalent document OR copy of Passport if the registered owner is an individual
2	<input type="checkbox"/>	List of Company Directors for the registered owner company <i>Acceptable forms are extracts from Company Register or Minutes of Company Meeting.</i>
IOMAR	<i>Eligibility to register an aircraft in the Isle of Man confirmed</i>	
3	<input type="checkbox"/>	Power of Attorney <i>Required if a person or persons will be signing applications on behalf of the registered owner of the aircraft.</i> <i>This should be received and accepted prior to progression of the registration process</i>
4	<input type="checkbox"/>	Export C of A – confirmation of availability, or demonstration of an Acceptable Means of Compliance (see Form 3 guidance notes)
5	<input type="checkbox"/>	Online Application for Out of Sequence Aircraft Registration Mark <i>You may check availability of registration marks using our online reservation service at ardis.aircraft.im or by contacting the Aircraft Registry. Once availability of registration mark is confirmed, please complete an online reservation request. If an out-of-sequence request is not received the next in sequence registration mark will be allocated.</i>
6	<input type="checkbox"/>	Form 2 Application for Registration of Aircraft
7	<input type="checkbox"/>	Form 20 Operator Declaration of Compliance & Delegated Authority <i>By signing the Form 20, the operator is confirming they understand and acknowledge their legal responsibilities and accountabilities in respect of the safe operation of the aircraft, and the aircraft will be equipped with all the required operational & emergency equipment and radio communication & navigation equipment as required by the ANO.</i> <i>The Operator must provide the Registry with a list of nominated individuals who are delegated responsibility to act on their behalf.</i>
IOMAR	<i>24 Bit Address Letter issued</i>	
8	<input type="checkbox"/>	*Form 3 Survey Application for the Initial Issue of a Certificate of Airworthiness
IOMAR	<i>Aircraft survey booking arrangements confirmed</i>	
9	<input type="checkbox"/>	Export C of A or Acceptable Means of Compliance <i>The aircraft owner should provide the IOMAR with an Export C of A or equivalent document(s) from its existing registry. The aircraft cannot be registered in the Isle of Man until an Export C of A or equivalent document(s) has been submitted. See Form 3 guidance notes.</i>

Gate 2 – Flight Operations & Airworthiness Applications

10	<input type="checkbox"/>	<p><u>Form 37</u> Emergency Locator Transmitters (ELTs) / Personal Locator Beacons (PLBs) Registration</p> <p><i>Form 37 should be completed and sent to the UK Distress and Security Beacon Registry at ukbeacons@mcga.gov.uk, copying in IOMAR. Refer to our website for further details.</i></p>
11	<input type="checkbox"/>	<p><u>Form 4</u> Initial Operating Approvals (if applicable)</p> <p><i>RP 4 – Guidance to Operators should be read in conjunction with applying for Operational Approvals. Please provide the supporting documents as listed on the application form.</i></p>
12	<input type="checkbox"/>	<p><u>Form 91</u> Application for Approval of an EFB System (if applicable)</p> <p><i>Installed and portable EFB(s) required operational approval when used operationally. Please refer to RP 4 – Guidance to Operators for further information.</i></p>
13	<input type="checkbox"/>	<p><u>Form 5</u> Application for Aircraft Radio Licence</p> <p><i>Refer to the Radio Equipment list online at ardis.aircraft.im when completing Form 5 then submit to OfCom, spectrum.licensing@ofcom.org.uk. The aircraft must have a valid radio licence to operate on the Register.</i></p>
14	<input type="checkbox"/>	<p><u>Form 6a</u> Application for Flight Crew Licence Validation Registration Mark Specific</p> <p><i>Please provide supporting documents as listed on the application form.</i></p> <p><u>Form 6b</u> Application for Flight Crew Licence Validation Type/Class Rating-Operator Specific</p> <p><i>Please provide supporting documents as listed on the application form.</i></p>
15	<input type="checkbox"/>	<p><u>Form 7</u> Maintenance Engineer Validation Application (if applicable)</p> <p><i>Please provide supporting documents as listed on the application form.</i></p>
16	<input type="checkbox"/>	<p><u>Form 15</u> Master Minimum Equipment List (MMEL) Permission (if applicable)</p> <p><i>Cover page of latest version of the MMEL to be provided with the application form.</i></p>
17	<input type="checkbox"/>	<p><u>Form 8</u> Minimum Equipment List (MEL) Application (if applicable)</p> <p><i>It is a requirement for large and turbojet aircraft to hold an MEL approved by IOMAR.</i></p> <p><i>Please refer to RP 4 – Guidance to Operators for further information.</i></p>
18	<input type="checkbox"/>	<p>*<u>Form 100</u> Aircraft Maintenance Programme (AMP) Approval Application</p> <p><i>The AMP must have been submitted and approved by the IOMAR prior to the survey.</i></p>

Gate 3 – National Requirements

The items below should be achieved prior to the day of survey.

19	<input type="checkbox"/>	<p>Evidence of ELT/PLB Programming</p> <p><i>All ELTs/PLBs carried onboard must be correctly programmed and registered with the UK Distress and Security Beacon Registry.</i></p> <p><i>Completed task card must be provided.</i></p>
20	<input type="checkbox"/>	<p>Evidence of Mode S Transponder Programming</p> <p><i>The Mode S transponder must be programmed with the allocated address provided by the Isle of Man Aircraft Registry (24 Bit Address Letter is issued upon IOMAR receipt of Form 2).</i></p> <p><i>Photographic evidence of the test set or completed task card must be provided.</i></p>
21	<input type="checkbox"/>	<p>Evidence of Registration Marks</p> <p><i>Apply registration marks to each side of the fuselage and the underside of the left-hand wing. Refer to RP 15 for guidance.</i></p> <p><i>Photographic evidence must be provided and will be physically checked at the annual renewal survey to ensure they are in compliance with Isle of Man requirements.</i></p>
22	<input type="checkbox"/>	<p>Evidence of Fireproof Plate Installation</p> <p><i>Install a fireproof metal plate bearing the nationality (M-) and registration marks (XXXX) of the aircraft. This plate has to be affixed in the aircraft in a prominent position in accordance with the requirements stated in paragraph 1(7) of Part 3 of Schedule 2.</i></p> <p><i>Photographic evidence must be provided.</i></p>
23	<input type="checkbox"/>	<p>Evidence of Radio Call-Sign Decals</p> <p><i>Install aircraft registration radio call-sign decals in the flight deck.</i></p> <p><i>Photographic evidence must be provided.</i></p>
24	<input type="checkbox"/>	<p>Operational and Emergency Equipment</p> <p><i>Operational and emergency equipment (for the intended operations of the aircraft) should be serviceable with the appropriate placards installed. Refer to the Operational & Emergency Equipment page of our website for further details.</i></p>
IOMAR	<i>Aircraft survey is conducted</i>	

Gate 4 – Final Documents

25	<input type="checkbox"/>	Bill of Sale (proof of ownership)
26	<input type="checkbox"/>	<p>Aircraft Insurance</p> <p><i>Aircraft insurance certificate showing 'M' registration and stating in accordance with EC Regulation 785/2004.</i></p>
27	<input type="checkbox"/>	Deregistration OR Certificate of Non-Registration document received by the Isle of Man Aircraft Registry from the previous State of Registry

Gate 5 – Recommendation for an Initial C of A

<i>IOMAR</i>	<i>Surveyor's Recommendation received by the Aircraft Registry</i>
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Gate 6 – Registration

<i>IOMAR</i>	<i>Certificate of Registration issued – see note below</i>
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<i>IOMAR</i>	<i>Certificate of Airworthiness issued – see note below</i>
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The Aircraft Registry issues all certificates and documents in **digital format only**. The certificates listed below are issued in advance of the survey so that they may be printed and placed in an on-board folder, carried on-board the aircraft on a portable electronic device (PED) OR if approval is granted by the IOMAR, an Electronic Flight Bag (EFB).

Noise Certificate
 Operations Specification Certificate
 Flight Crew Licence Validations
 Aircraft Radio Licence (issued by OfCom)
 MMEL 90 Day Permission

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, they should not be printed. The certificates may be carried using a portable electronic device (PED), or if the aircraft has approval, an Electronic Flight Bag (EFB).