

GUIDANCE MATERIAL ON THE PRODUCTION OF THE AIRCRAFT REPORT, FOR IMPORTED USED AIRCRAFT

1. Introduction

Applicant is required to provide a comprehensive report declaring the technical status of the aircraft (including all modifications, alterations, design changes and repairs) and to certify that the airworthiness and design standard of a particular aircraft conforms to a standard approved by the DCA, for the issue of a Certificate of Airworthiness, for that aircraft type, or, differs in a defined manner from that approved standard.

NOTE: The report regarding the condition of an aircraft shall reflect the information detailed in this Notice and include a declaration that, apart from any exceptions stated, compliance with the approved standard has been established.

The records of technical investigations performed shall be such as to provide proper correlation with the aircraft Technical Records and an adequate record of the basis and substantiation of the report and Certificates of Design Conformity issued. An example of the format of such a report is given in this Notice.

1.1 Purpose of the Aircraft Report

Series aircraft : an aircraft, including engines and equipment, the design of which is similar in every essential respect to the design of an aircraft for which a Malaysian Certificate of Airworthiness has previously been issued. Such an aircraft is eligible for a Certificate of Airworthiness.

Series modified aircraft : an aircraft that incorporates modifications or repairs classified as Major, relative to the Malaysian certified aircraft build standard, that require DCA approval for the issue of a Certificate of Airworthiness.

The Aircraft Report will **assist** the applicant in recording the DCA approval status of the aircraft build standard, and hence in substantiating to DCA a series or series modified classification for the aircraft according to the above definitions. It will also **assist** the applicant in recording details on the Continued Airworthiness of the aircraft and the Inspection of the aircraft, and hence in providing to DCA a Certificate of Design Conformity for series aircraft.

The report will propose and substantiate the series/series modified classification, and will assist the DCA when conducting an appropriate survey of the aircraft and its records, for the purposes of issuing a Certificate of Airworthiness.

NOTE: Reference to 'aircraft' herein, includes its engines, APU, transmission, propellers, systems and equipment, etc., (as applicable), and its documentation, including its records, logs, maintenance documents, and operational documents, etc.

1.2 Development of the Aircraft Report

In order to classify whether the aircraft is **series** or **series modified**, the DCA approval status of the aircraft build standard must be determined. This can be achieved by identifying whether any modifications or repairs have been embodied relative to the DCA certified aircraft build standard. The repairs should be considered against Airworthiness Notice No. 78 which provides guidance for identifying any repairs that require DCA approval.

When this process is complete, the applicant may then propose a series/series modified classification and provide the report to DCA for agreement.

Details on the Continued Airworthiness of the aircraft and the inspection of the aircraft should be incorporated in Section B of the report, which can be provided to DCA at a later stage if necessary.

The Certificate of Design Conformity should be provided to DCA for series aircraft in the final report, when the applicant has completed its investigations.

- NOTES:**
- The report should address the powerplant, APU, transmission, and propellers, in addition to the airframe, systems, and equipment.
 - Modifications may include Additional Requirement for Import or Additional National Design Requirements embodied during build.
 - The aircraft inspection should confirm that the aircraft build standard conforms with its documented build standard.

- d) The report will be considered to be part of the inspection records, and as such must not be destroyed unless authorised by the DCA.

1.3 Promulgation of the Aircraft Report to DCA

The report should be provided to the DCA, to enable the series/series modified classification to be agreed.

2 Aircraft Report

This section provides guidance on the expected format and content of the aircraft report, as follows:

NOTE: This should not be considered as a definitive check list of the issues to be addressed during the investigations.

Aircraft Report

Organisation :

Organisation Approval Reference :

Report Reference No. :

Aircraft Type :

Type Certificate Data Sheet :

Aircraft Serial Number :

Flight Hours :

Flight Cycles :

Current Aircraft Registration :

Allocated Aircraft Registration :

Section B of the Aircraft Report is included / will follow. (Delete as applicable.)

Author:

Date:

Approved:

Date:

Aircraft Report – Contents

Introduction

Section A: DCA Approval Status of the Aircraft Build Standard

- 1 Build Standard**
 - 1.1 General**
 - 1.2 DCA Additional Requirements for Validated Aircraft**
 - 1.3 Additional Requirement for Import or Additional National Design Requirements embodied during build for Validated Aircraft**
- 2 Modifications relative to the DCA Certified Build Standard**
- 3 Repairs relative to the DCA Certified Build Standard**
- 4 Equipment Fit**
- 5 Flight Manual**
- 6 List of Deviations**

Section B: Continued Airworthiness

- 1 Maintenance Schedule**
- 2 Airworthiness Limitations**
- 3 Civil Aviation Regulations**
- 4 Airworthiness Directives**
- 5 Airworthiness Notices**
- 6 Aircraft Inspection**
- 7 Airworthiness Flight Test**
- 8 Continued Airworthiness**

Section C: Conclusions

Attachment 1: Proposed Series/Series Modified Classification.

Attachment 2: Certificate of Design Conformity.

Introduction

This section should include:

- A brief statement outlining the objectives of the report.
- The current Type Certificate Holders.
- The aircraft manufacturer.
- The countries in which the aircraft has previously been registered along with the Certificate of Airworthiness category under which it operated.
- Basic aircraft details as follows:

Aircraft Type:**Manufacturer's Serial Number:**

Engine Type:**Manufacturer's Serial Number:**

APU Type:**Manufacturer's Serial Number:**

Propeller Type:**Manufacturer's Serial Number:**

Certificate of Airworthiness Category:

Section A: DCA Approval Status of the Aircraft Build Standard

1 Build Standard

1.1 General

This section should include:

- a) A reference to the Type Certificate Data Sheet numbers (Airframe, Engine and Propeller as applicable) issued by the State of Design.
- b) The DCA Type Acceptance / Type Validation number under which the Aircraft Type was certified.

1.2 DCA Additional Requirements for Validated Aircraft

This paragraph should incorporate a statement against the applicable Additional Requirement for Type Certification and the Certificate of Airworthiness. The statements should identify how compliance with each of the Additional Requirement has been achieved. When a previously DCA approved modification is embodied as the means of compliance with an Additional Requirement, the modification title, number, and DCA approval reference should be included in the statement. If a modification which is not DCA approved is embodied as the means of compliance with the Additional Requirement, the modification should be referenced in the statement and addressed in paragraph 2 below.

DCA Additional Requirement is specified for Type Certification, Certificate of Airworthiness, and Operational Approval. DCA Additional Requirements for Type Certification are not currently published, so this information should be obtained from the DCA.

NOTE: Confirmation of compliance with the DCA Airworthiness Notices, as specified in the Additional Requirement, can be provided in section B paragraph 5 of the report.

2 Modifications relative to the DCA Certified Build Standard

This section should provide details on each modification, including minor modifications, which should include the following, as applicable. The modification information should include the DCA approval reference, and identify those modifications that require DCA approval. Details of DCA approved modifications may be provided in an appendix to the report if necessary:

- The modification title.
- The modification design organisation.
- The modification installation organisation *.
- The modification reference number or Service Bulletin number.
- A brief description of the modification *.
- The DCA approval reference, e.g. DCA SOC number or Service Bulletin number, under which the modification was approved.
- The Foreign National Airworthiness Authority that approved the modification, and their approval reference, e.g. FAA Supplemental Type Certificate number, or Field Approval eg FAA DER Form 8110-3, etc *.
- The modification classification minor/major (as agreed with the DCA).
- The Flight Manual Supplement reference.
- Any additional limitations introduced which compensate for a partial none compliance with a requirement.
- Any additional maintenance actions required for the modification.

* Only for modifications which require DCA approval.

NOTE: Modifications can only be classified as being either Major or Minor by an appropriately approved design organisation.

3 Repairs relative to the DCA Certified Build Standard

This should include details on each major repair to the aircraft, which should include the following, as applicable. Repairs requiring DCA approval should be clearly identified. Details of approved repairs may be provided in an appendix to the report if necessary:

- The repair title.
- The repair design organisation.
- The repair installation organisation *.
- The repair reference.
- The DCA basis of approval.
- Affect on any life limitations.
- Affect on inspections or their frequencies.

* Only for repairs which require DCA approval.

NOTE: Repairs can only be classified as being either Major or Minor by an appropriately approved design organisation.

4 Equipment Fit

This section should include a list of any equipment that is not DCA approved along with their associated foreign approval references, e.g. TSO. Refer also to section B paragraph 3 b). If the installation of the equipment has not been approved by the DCA, this should be addressed in section A, paragraph 2.

5 Flight Manual

This section should specify the reference and revision status of the Aircraft Flight Manual (AFM). The Temporary Revisions, applicable Supplement(s) and Change Sheet(s), must also be referenced.

NOTE: The AFM must reflect the build standard of the aircraft

6 Summary List of Deviations and Variations

This section should contain a summary list of deviations from the design certification requirements, if any. The list should specify the method of acceptance, for example, acceptance based upon equivalent safety findings approved by DCA. Where a temporary variation has been granted against a certification requirement, the period for which the variation remains valid should be stated.

Section B: Continued Airworthiness

This section should incorporate details on how the following subjects have been addressed:

1 Maintenance Schedule

As an aircraft in respect of which a C of A is in force, shall not fly unless the aircraft is maintained in accordance with an approved Maintenance Schedule, the Applicant may elect to provide the following information in the report:

- a) A Maintenance Schedule alignment check undertaken as agreed with DCA.
- b) All components with life limitations must be identified and cross referenced to the source document. The overhaul/service life remaining for each component or Out of Phase Inspection, including Certified Maintenance Requirements must also be established.

2 Airworthiness Limitations

Compliance must be established with the airworthiness limitations that are specified or referenced by the Aircraft, Engine, or Propeller Type Certificate Data Sheets. Airworthiness Limitations may include specific inspections and maximum retirement lives.

3 Malaysian Civil Aviation Regulation

All the certification requirements applicable to the issue of the Certificate of Airworthiness must be complied with, and in particular the following;

- a) The aircraft must be weighed and a weight schedule raised.
- b) A list of applicable equipment must be provided including radio equipment as required, along with the respective DCA type approval reference.
- c) Separate log books, acceptable to the DCA, must be provided for the aircraft, engines and VP propellers.
- d) Placards and Markings required by the Civil Aviation Regulation must be affixed and displayed in appropriate locations.

4 Airworthiness Directives

This section should incorporate a list of all applicable Airworthiness Directives promulgated by the State of Design and DCA Airworthiness Directives, with respect to the Aircraft, Engines and Equipment, as required under Airworthiness Notice No. 4. Conformation and method of compliance shall be stated in each case. If an Airworthiness Directive has not been complied with, a justification for acceptance should be provided (e.g. short term compensating factors). Where an Airworthiness Directive has been complied with by using an alternative means of compliance, the approval of such methods must be referenced. Where appropriate, the periodicity for initial and repetitive inspections, with respect to the applicable Calendar/Flt Hours/ Cycle limits should also be stated.

5 DCA Airworthiness Notices

This section should incorporate a statement against each applicable Airworthiness Notice describing how compliance with the notice has been achieved. If a previously DCA approved modification is embodied as the means of compliance with an Airworthiness Notice, the modification title and number and DCA approval reference should be included in the statement. If compliance is achieved by embodying a modification that is not DCA approved, the modification should be referenced in the statement and addressed in Section A paragraph 2.

6 Aircraft Inspection

This section should include a reference to the inspection report(s) conducted to certify that a particular aircraft conforms to a standard approved by the DCA, for the issue of a Certificate of Airworthiness, for that aircraft type, or, differs in a defined manner from that approved standard.

7 Airworthiness Flight Test

This section should incorporate the Airworthiness Flight Test Schedule and Report references.

8 Continued Airworthiness

This section should incorporate details of the design organisations that are responsible for the continued airworthiness of any major modifications installed in the aircraft that are not the responsibility of the TC holder.

Section C: Conclusions

This section should provide the conclusions of the assessment. If only section A of the report is provided in the first instance, this section can provide the conclusions of the assessments performed for section A.

Aircraft Report: Attachment 1

Proposed Series/Series Modified Classification:

I have assessed the above aircraft and have established that it is Series /Series Modified (Delete as applicable) to the following aircraft, as detailed in Section A of the report:

Registration:..... **Serial No:**

Name:.....

Signature:

Date:.....

DCA Response to Proposed Classification

The DCA agrees/disagrees to the proposed series/series modified classification (Delete as applicable):

Name:.....

Signature :.....

Date:.....

Aircraft Report: Attachment 2

Certificate of Design Conformity to the DCA Approved Airworthiness Standards:

I hereby Certify that, apart from the exceptions detailed below, the airworthiness standard of the above aircraft conforms to the applicable DCA airworthiness standards, as detailed in this report:

Name:.....

Signature :.....

Date:.....

Exceptions: