

**DEPARTMENT OF CIVIL AVIATION
MALAYSIA
AIRWORTHINESS NOTICE**

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Date: 1 October 2005

CERTIFICATE OF AIRWORTHINESS ISSUE AND RENEWAL PROCEDURE

1. Introduction

- 1.1 The DCA has decided that, in the interest of all parties concerned, a degree of standardisation is desirable in the documentary submissions and the procedures involved for Certificate of Airworthiness issue and renewal.
- 1.2 In preparing this Notice, the DCA has two principle objectives in mind:-
- a) To comply with applicable Standards of ICAO Annexes and the Malaysian Civil Aviation Regulations and to eliminate unnecessary documentary submissions to the DCA but at the same time ensuring that adequate records will remain available to satisfy the DCA's public accountability for its statutory functions.
 - b) To ensure that the owners/operators are given clear guidelines to facilitate efficiency and subsequent reduction of the administrative costs associated with Certificate of Airworthiness issue and renewal.

2. Applicability

- 2.1 This Notice is considered as a required procedure for Certificate of Airworthiness issue and renewal unless alternative procedures have been agreed with the DCA.

NOTE: For Certificate of Airworthiness Issue, this Notice shall be read in conjunction with DCA Notice No. 1 and its appendices.

3. Procedure for Certificate of Airworthiness Issue

- 3.1 Malaysian Constructed Aircraft.

The following requirements must be satisfied before the Certificate of Airworthiness issue inspection can be considered:

- 3.1.1 For Malaysian constructed aircraft type, for which the Malaysian Certificate of Airworthiness has not previously been issued, the issue of a Malaysian Type Certificate is a pre-requisite for the issue of a Malaysian Certificate of Airworthiness. Refer DCA AN No.1 and Appendix 2 for detailed procedures on Type Certification.
- 3.1.2 Certificate of Airworthiness issue application (Form JPA-AP2) together with the appropriate fees must have been completed and received by the DCA. The form may be submitted by the owner or owner appointed agent.
- 3.1.3 Submission to the DCA of the pro-forma detailed in paragraph 5 of this Notice by organisation/person approved by, or acceptable to the DCA and the required Airworthiness Flight Test Report and associated load sheet at least 30 days before the aircraft and aircraft records are presented for inspection.

NOTE: It is strongly recommended that all LAE's/approved organisations review all Airworthiness Flight Test reports before submission, to avoid unnecessary rejection and possible delay in the issue of the Certificate of Airworthiness.

- 3.1.4 If the Certificate of Airworthiness application is made for a used aircraft, a Used Aircraft Report shall be submitted for DCA review. Refer to Appendix 2 of this Notice.
- 3.1.5 The aircraft has been issued with a Malaysian Certificate of Registration, or has met all the requirements for the issue of a Certificate of Registration. (Refer DCA AN No.66)
- 3.1.6 The applicant shall made available the aircraft and aircraft records including flight test report and Certificate of Maintenance Review (CMR) for DCA inspection after having mutual agreement with the Airworthiness Inspector concerned as to when and where it will be carried out.
- 3.1.7 All work required to be done on the aircraft for the issuance of the C of A shall be carried out under the supervision of organisation/person approved by, or acceptable to the DCA.

- 3.1.8 All particulars of the work done shall be entered in the appropriate log book or in a separate maintenance record which shall be numbered for identification purposes and a maintenance release (CRS-SMI) shall be issued. In addition, a CMR shall be issued in accordance to the requirements of DCA and a copy to be placed onboard the aircraft.
- 3.1.9 The applicant shall determine and provide a weighing report including any weight change record and a weight and CG Schedule of the aircraft.
- 3.1.10 The applicant shall provide the necessary personnel and equipment to facilitate the required inspections by the DCA.

3.2 Foreign Constructed Aircraft.

The following requirements must be satisfied before the C of A issue inspection can be considered:

- 3.2.1 For foreign constructed aircraft type, for which the Malaysian Certificate of Airworthiness has not previously been issued, the issuance of Malaysian Type Acceptance/Validation is a pre-requisite for the issue of a Malaysian Certificate of Airworthiness.
- 3.2.2 Certificate of Airworthiness issue application (Form JPA-AP2) together with the appropriate fees must have been completed and received by the DCA. The form may be submitted by the owner or owner appointed agent.

NOTE: If the application for Certificate of Airworthiness issue is not received by the DCA at least 30 days before the expected Certificate of Airworthiness issue date, there is no guarantee that an Airworthiness Inspector will be available to complete the inspection.

- 3.2.3 Submission to the DCA of the pro-forma detailed in paragraph 5 of this Notice by organisation/person approved by, or acceptable to the DCA and the required Airworthiness Flight Test Report and associated load sheet at least 30 days before the aircraft and aircraft records are presented for inspection.

NOTE: It is strongly recommended that all LAE's/approved organisations review all Airworthiness Flight Test reports before submission, to avoid unnecessary rejection and possible delay in the issue of the Certificate of Airworthiness.

- 3.2.4 Additional procedure for the Certificate of Airworthiness issue is similar to those in sub paragraphs 3.1.4 to 3.1.10

4. Procedure for Certificate of Airworthiness Renewal

4.1 The following requirements must be satisfied before the renewal inspection will be considered:-

- 4.1.1 Certificate of Airworthiness renewal application (Form JPA-AP2), together with the appropriate fees must have been completed and received by the DCA.

NOTE: If the application for renewal is not received by the DCA at least 30 days before the expiry date of the current period of validity, there is no guarantee that an Airworthiness Inspector will be available to complete the inspection in time to ensure a consecutive period of validity.

- 4.1.2 Submission to the DCA of the pro-forma detailed in paragraph 5 of this Notice by organisation/person approved by, or acceptable to the DCA at least 30 days before the aircraft and aircraft records are presented for inspection.

- 4.1.3 The applicant shall made available the aircraft and aircraft records including the required Airworthiness Flight Test Report and associated load sheet and CMR for DCA inspection after having mutual agreement with the Airworthiness Inspector concerned as to when and where it will be carried out.

NOTE: It is strongly recommended that all LAE's/approved organisations review all Airworthiness Flight Test reports before submission, to avoid unnecessary rejection and possible delay in the issue of the Certificate of Airworthiness.

- 4.1.4 All work required to be done on the aircraft for the renewal of the C of A shall be carried out under the supervision of organisation/person approved by, or acceptable to, the DCA.

- 4.1.5 All particulars of the work done shall be entered in the appropriate log book or in a separate maintenance record which shall be numbered for identification purposes and a maintenance release (CRS-SMI) shall be issued. In addition, a CMR shall be issued in accordance to the requirements of DCA and a copy to be placed onboard the aircraft.

4.1.6 The applicant shall provide the necessary personnel and equipment to facilitate the required inspections by the DCA.

5. Pro-Forma for C of A Issue and Renewal

5.1 The Appendix 1 to this Notice provides details of the minimum information which must be included in the pro-forma associated with Certificate of Airworthiness issue and renewal. The DCA does not intend to introduce a standard form for this purpose, as it considers that individual operators/maintenance organisations would prefer to develop this to suit their own purposes.

5.2 There will be no objection to the document being in the form of a log book certificate, but it should be noted that this cannot act as a substitute for any required mandatory certification, e.g. any individual Airworthiness Directive complied with would still require the issue of an associated Certificate of Release to Service (CRS). Operators/Maintenance Organisations are encouraged to present their proposed pro-forma for comment by the Airworthiness Division before printing.

6. Certificate of Airworthiness and its Validity

6.1 The Certificate of Airworthiness shall reflect the airworthiness design code to which the aircraft type was certified and its validity shall not exceed a period of 12 months.

7. Aircraft with expired Certificate of Airworthiness

7.1 Aircraft for which the Certificate of Airworthiness has expired for more than 1 year is considered INACTIVE.

8. Cancellation

This Notice cancels Airworthiness Notice No. 2 Issue 3, dated 1 July 1997, which should be destroyed.

DIRECTOR GENERAL
DEPARTMENT OF CIVIL AVIATION
MALAYSIA