Application for Issue of an Airworthiness Certificate

IMPORTANT: To ensure correct completion please refer to the Guidance Notes. Please complete ALL applicable white boxed areas. If None, state None. Please do not enter TBA (or similar) to suggest that the information is not available.

Please complete this form then print, sign and submit as instructed.
Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Unique Corporate No. (to be completed by SCAA)

Please complete either section 1 a) or section 1 b) if applicable. For all Registered Companies, please complete section 1 b).

1. APPLICANT DETAILS

a) Individual (including sole traders and partnerships)

Title: **Forename:** **Surname:**

Address:

Postcode: **Telephone:**

E-mail: **Fax:**

Trading Name (if applicable):

Website Address:

In the case of a partnership, please complete details of all partners. Continued on a separate sheet
(Please tick)

Or b) A Company

Registered Company Name (in full):

Registered Company Number:

Country of Registration:

Registered Office Address:

Postcode: **Telephone:**

E-mail: **Fax:**

Trading Name (if applicable):

Website Address:

AAR-M Subpart G No.: **AAR-145 No.:**

This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.

2. A) APPLICATION FOR ISSUE OF SCAA AIRWORTHINESS CERTIFICATE: (See Guidance Note [1A])

(tick applicable box)

☐ **Certificate of Airworthiness**

☐ **Restricted Certificate of Airworthiness**

Note: An application for a Certificate of Airworthiness or a Restricted Certificate of Airworthiness will include an Airworthiness Review Certificate and a Noise Certificate where applicable.

2. (B)

Is this application for a subsequent issue? [See Guidance Note 1(B)] ☐ **Yes** ☐ **No**

3. AIRCRAFT DETAILS

Registration Marks: **Category:**

Azerbaijan Republic current: **Previous** (where known):

Serial No./Line No./Variable No:

Type Designation and Series:

Manufacture of Aircraft:

Country of Manufacture: **Year of Manufacture:**

New or used **New** ☐ **Used** ☐ **Airframe Hours:**

If new proposed delivery date:

Engine(s): **Time since overhaul:**
[See Guidance Note 2(A)] (Please use separate sheet if necessary)

APU Type (if applicable):

Propeller(s) (Hub and Blade): **Time since overhaul:**
[See Guidance Note 2(B)] (Please use separate sheet if necessary)

Maximum Take-off Weight (kg) as defined in the aircraft Type Certificate Data Sheet (TCDS)

Maximum Landing Weight (kg):
[See Guidance Note 11]

Occupancy: Maximum Approved Passenger Seating capacity: Crew Seats:
[See Guidance Note 2 C]

4. CERTIFICATION STATUS

SCAA accepted TC: ☐ Yes ☐ No

5. AIRWORTHINESS TRANSFER DOCUMENTATION (See Guidance Note 4)

DOCUMENT NUMBER	DOCUMENT TYPE	ISSUE/EXPIRY DATE

6. MAINTENANCE PROGRAMME/SCHEDULE REF [See Guidance Note 5]

7. FLIGHT MANUAL REF [See Guidance Note 6]

8. PLACE OF SURVEY Address in full [See Guidance Note 7]

9. SCAA ADDITIONAL REQUIREMENTS FOR IMPORT

10. ADDITIONAL INFORMATION (e.g. Guidance Note 1(B) - Subsequent Issue)

11. GENERAL

11.1 Differences in production build standard from standard approved by State of Design or SCAA. Please confirm if any changes incorporated **[See Guidance Note 9(A)]**. If no changes state **"NONE"**

11.2 Give details of equipment or systems which have been introduced by modification since original manufacture. Include STC or other modification approved reference if applicable **[See Guidance Note 9(B)].** If no changes state **"NONE"**

DECLARATION

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I agree to pay any additional charges which may become payable in respect of this application. In the event that this application is subsequently cancelled, a cancellation charge may be applied [See Guidance Note 10]

Name of Applicant:
(as shown in 1 a) or 1 b)

Signature of Applicant
(named in 1 a) or 1 b))

Position in Company (if applicable):

Date:

This forms submitted accurately and accompanied by the appropriate fee will be processed within 15 working days of receipt. Please allow adequate time for the processing of your application.

6. SUBMISSION INSTRUCTIONS

When you have completed this Form, please send it together with the appropriate fee to:

State Civil Aviation Agency of the Republic of Azerbaijan Baku,
AZ1095,
Azadliq avenue, 11,
Republic of Azerbaijan

APPLICATION FOR ISSUE OF AN AIRWORTHINESS CERTIFICATE

General Guidance

IMPORTANT: These notes are provided to assist in the completion of the Form. They do not override or supersede any airworthiness regulation.

Applications for Certificates of Airworthiness (C of A) and Permits to Fly are usually processed in order of receipt, to meet the requirements. It is therefore in the interest of the applicant to submit the Form as soon as all details are known.

Applicants should be aware that unless all entries are completed accurately and all necessary documentation supplied, the SCAA will not be able to process the application. In this event the applicant will be notified accordingly and the application held until such time as all information is supplied.

Note 1(A) - Application for the Issue of an SCAA Airworthiness Certificate

This section of the Form is used for applications for the issue of a Certificate of Airworthiness, Restricted Certificate of Airworthiness for aircraft under the auspices of SCAA.

Note 1(B) - C of A Subsequent Issue - Definitions

The issue of a Certificate of Airworthiness is defined as a subsequent issue if the application meets one of the following criteria:

- When the aircraft has been operating overseas for any period of time on another register but has previously been issued with SCAA C of A, other than C of A for ferry purposes; or
- When the aircraft has been de-registered for any purpose;
- When the C of A has previously been revoked.

The subsequent issue may also require a **Check Flight**.

Note 2 (A) Engine Details

The manufacturer and type certificate designation of the engine type is required.

Note 2 (B) Propeller Details

The manufacturer and type certificate designation of the propeller type is required. The engine/propeller combination must comply with the Type Certificate Data Sheet, or be subject to an applicable subsequent approval by SCAA as appropriate.

Important: If the propeller is approved outside the auspices of the aircraft Type Certificate Data Sheet, it must be declared as a modification, together with the approval reference (STC or other as applicable).

Note 2 (C) Occupancy

Crew seats include those on the flight deck (includes supernumerary seats if installed) and the number of seats at cabin crew stations.

Note 3 - Certification Status

Confirmation is required of the State of Design approved status of the aircraft type. The reference of the Type Certificate Data Sheet with which the aircraft complies must be included in this section (both the number and country/authority of origin; e.g. EASA TCDS No. A.015 for Airbus A340.

Note 4 - Airworthiness Transfer Documentation

Please do not send original documents. Copies are sufficient to accompany the application. Original documents will be viewed by the Surveyor at the time of C of A issue, except in the case of a used aircraft originating from a SCAA approved Operator, the original ARC should be submitted for validation.

For new aircraft:

A Statement of Conformity is required. This document should also be submitted with a weight and balance report and the Flight Manual where applicable.

A Certificate of Airworthiness for Export identifying the applicable State of Design approved TCDS, from the country of manufacturer is required.

Such certificates will normally only be considered valid if received by SCAA within 60 days of the date of their issue.

For used aircraft:

- A statement by the competent authority of the State where the aircraft is, or was, registered, reflecting the airworthiness status of the aircraft on its register at time of transfer. This will normally be by issue of an Export Certificate of Airworthiness (issued within the 60 days preceding receipt of the application by the SCAA).
- A weight and balance report with a loading schedule;
- The flight manual when such material is required by the applicable airworthiness code for the particular aircraft;
- Historical records to establish the production, modification, and maintenance standard of the aircraft, including all limitations associated with a restricted certificate of airworthiness under 21A.173(b);
- A recommendation for the issuance of a certificate of airworthiness or restricted certificate of airworthiness and an airworthiness review certificate following an airworthiness review in accordance with AAR-M.

Note 5 - Maintenance Programme / Schedule

For all aircraft, a maintenance programme must be approved by the SCAA i.a.w. AAR-M, Subpart C.

Note 6 - Flight Manuals (FM)

Applicable FM Ref. No. is required.

Note 7 - Place of Survey

Please include details of the organisation or licensed engineer presenting the aircraft to the SCAA, if different from the organisation detailed in section 1 b), including Approval Reference number or AML number as applicable.

Where a survey for the issue of an Airworthiness Certificate is to be carried out overseas, the applicant must include a letter stating that they accept all additional costs. These costs may include overseas travel, subsistence and, if necessary additional time costs incurred by the Surveyor in relation to the issue of the certificate. In certain cases, a deposit may be required.

Note 8 - SCAA Additional requirements for import

Reference should be made to any approved modifications that have been embodied to assure compliance. If further guidance is needed, please contact SCAA.

Note 9(A) - Differences in Build Standard

A statement or letter of definition from the manufacturer should support any differences to the production build standard from that already approved by the SCAA. If there are no changes, please state 'None'.

Note 9(B) - Modifications to the initial build standard

Details should be given of any significant modifications (for example additional, replacement or modified systems or equipment), which have been embodied on the aircraft since original manufacture, including Supplemental Type Certificates (STC).
Any modifications listed must be supported by documentation defining the modification, demonstrating its approval status, and including any applicable flight manual supplements.

It is important to declare all known modifications made to the aircraft in this section of the form. Failure to do so can delay the issue of a Certificate of Airworthiness. In addition, providing the supporting documentation for modifications will assist SCAA in processing the application with minimum delay.

All modifications to the aircraft must be approved. It is the owner's responsibility to establish and demonstrate that the modifications have been approved (by State of Design or SCAA as applicable). The basis of approval (STC number or other Approval reference, etc.) should be identified for the declared modifications. Modifications installed that do not have the appropriate approval will need to be approved prior to issue of the Certificate of Airworthiness or Permit to Fly.

Modifications installed on an SCAA aircraft [See Note 1(A)] must be accepted/approved by SCAA.

If no additional equipment has been embodied, please state 'None'.

Note 10 - Cancellation Charges

In the event of subsequent cancellation of the application after submission to the CAA, a cancellation charge may be levied which reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Where sufficient funds remain from the original application fee, this charge will be deducted from any refund made in respect of the application following cancellation.

Note 11- Maximum Take-off Weight

The Maximum take-off weight and Maximum landing weight are required for the purpose of generating an appropriate noise certificate.