

BGA AIRWORTHINESS AND MAINTENANCE PROCEDURES

PART 2, LEAFLET 2-5

RENEWAL OF CAA CERTIFICATES OF AIRWORTHINESS, [EASA ARC](#), PERMIT TO FLY AND MAINTENANCE CHECKS **(Motor Gliders and Tugs)**

INTRODUCTION

1. The CAA's requirements for the renewal of Certificates of Airworthiness (C of A) are outlined in British Civil Airworthiness Requirements (BCAR), Section A3-4. [Renewal of Airworthiness Review Certificates \(ARC\) is outlined in Part M.](#) This leaflet provides guidance to BGA clubs on how the CAA requirements might be met.

EXTENSION OF CAA C of A AND CHECK PERIODICITIES

2. [Check periods may be extended in accordance with LAMP section 4 however ARC and C of A's may not be extended. The C of A or ARC renewal may be anticipated by up to 62 days. Full anticipation will mean the C of A will be valid for 38 months and the ARC for 14 months](#)

3. 50 hour and 150 hour maintenance checks may be extended by 10% of the 50 hour period (5 hours) for planning purposes only. The 6 month check may be extended by up to [15 days and the annual by 1 month](#). The extension must be recorded in the aircraft logbook. The extension need not be deducted from the next maintenance period. The CAA monitors the use of maintenance extensions during audits to ensure that the privilege is not abused.

4. All maintenance checks must be recorded on worksheets (50, 150 hr, 6 month and Annual) the format of the [LAMP maintenance programme](#) is designed for this. You may use alternative worksheets if desired provided that all the tasks and certifications contained in the [LAMP](#) are included.

CAA C of A RENEWAL

4 It is a CAA requirement that an annual inspection together with a C of A renewal – Star Check, is carried out at M3 approved facility. The BGA's M3 approval allows for delegation of that capability to nominated gliding clubs and workshops which may undertake the work required and make a recommendation for the renewal of the CAA C of A to the BGA. If the C of A has expired [for EASA aircraft](#) a CAA Permit to fly must be obtained in accordance with Airworthiness Notice No 9 for the ferry flight to the maintenance facility and return on completion. [For Annex II aircraft a Certificate of Fitness for flight may be issued by a BGA Chief engineer.](#)

5. Before starting the Star Check/Annual inspection arrangements must be made to involve a BGA Chief engineer.

Tug maintenance must be certified by an appropriately type rated licensed engineer or BGA tug inspector. The Chief engineer must be a CAA licensed engineer for Tug C of A renewals.

C of A SUBSEQUENT ISSUE

6. (a) If a Motor Glider C of A or ARC has expired for more than 12 months the renewal is classified as a subsequent issue and the CTO should be contacted as a survey of the aircraft is required.
- (b) If a Tug C of A or ARC has expired for more than 12 months then the renewal is classified as a subsequent issue and CAA Surveyor involvement will be required. The procedure below is not applicable.

C of A RENEWAL PROCESS

7. On completion of the Annual inspection, download BGA 202 and complete
 - (A) From the CAA web site, G-INFO, download a Declaration of Flight Manual Standard (DFMS) and complete
 - (B) Check the radio installation, if it is the same as the radio licence and no alterations have been made, complete the section on the BGA 202. If the installation has been changed, download a AC968NR from the CAA web site “C of A renewal Touch it Once” and complete. Do not forget to include the EASA modification approval number.
 - (C) Download a copy of the Type Certificate Data Sheet (TCDS) and review the aircraft against it, provided it is compliant and any alterations from that standard are EASA approved or accepted complete the section on the BGA 202
 - (D) Complete all the other sections of the BGA 202
 - (F) For Annex II aircraft carry out flight test after consultation with the CAA Flight department who will advise. Enclose the original flight test report with the renewal. If the C of A has expired a Certificate of Fitness for Flight under A conditions may be issued.
 - (G) If the aircraft has been re-weighed include a copy of the weighing report and loading schedule with the renewal
 - (H) Look up the current C of A/ARC renewal fee on the BGA web site and make cheque payable to BGA
 - (I) Send completed BGA 202, payment, DFMS and other supporting documents to BGA for processing and recommendation for renewal.

For clarification see simplified flow chart on page 4.

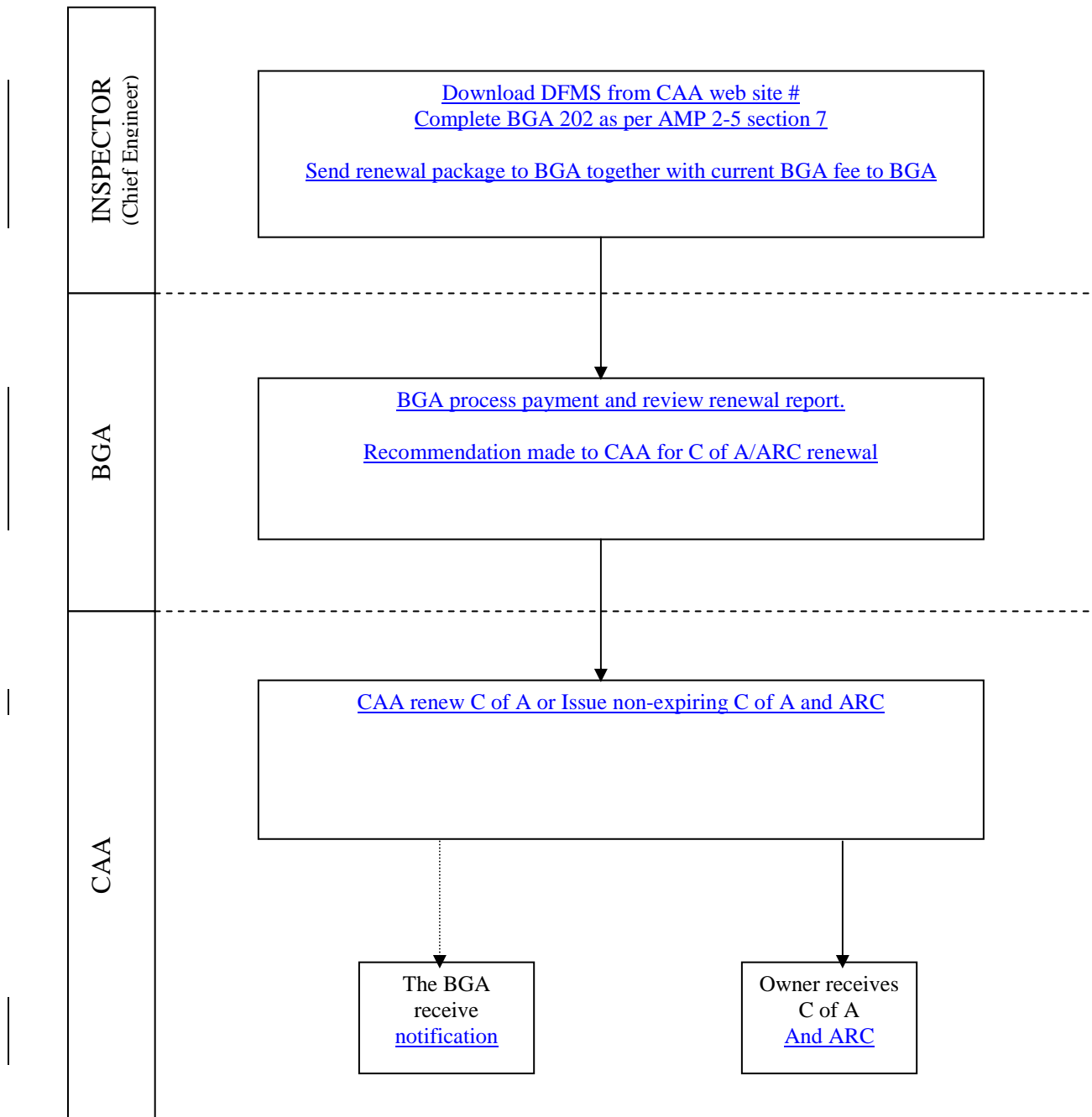
CAA PERMIT TO FLY AIRCRAFT

8. Due to the revision of BCAR A3-7 issue 6, the procedure for maintenance release and Permit to Fly renewal has changed.

- 8.1 The Permit to Fly is now a non expiring document and is validated by a **Certificate of Validity** (C of V) normally renewed annually using a similar process to the C of A renewal.
- 8.2 A **Permit Flight Release Certificate** (PFRC) (BGA 214) is now issued for initial flight testing or Ferry once a Permit to Test or Ferry has been issued by the CAA. Also when the C of V has expired for completing the 3 year flight test, again, once a Permit to Test has been issued.
- 8.3 All maintenance is now released by issue of a **Permit Maintenance Release** (PMR) (BGA 213). The PMR supports the C of V, which in turn validates the Permit to Fly. The PMR now only releases the actual maintenance performed rather than re-certifying the entire aircraft.
Provided the C of V remains valid (except where no flight test is required and the C of V expires) the only certification required is PMR.
- 8.4 A PMR is required for all maintenance except that allowed for under “Pilot Maintenance”
- 8.5 [CAA Permit to Fly aircraft require a Continued Airworthiness Management Document CAMD. If a CAMD has not been issued or is out of date then a new one is required. Contact BGA for further information.](#)

BGA Procedures for CAA C of A Renewal – Flow Chart

This procedure is applicable to Motor Gliders and Tugs using the BGA M3 company approval.



[DFMS](#) not applicable to aircraft with C of A with conditions.

BGA Procedures for CAA Permit to Fly Revalidation and Maintenance Certification
Flow Chart

