British Gliding Association

Procedures and guidance on the BGA Glider transition process.

Updated October 2009

Introduction

Due to the change in EU law and the formation of EASA, gliders that previously were controlled and regulated in airworthiness terms by the BGA now come under airworthiness regulation by EASA and the CAA. This is in effect moving from an un-regulated to a regulated environment. To comply, it is necessary to register all EASA gliders with the national authority (CAA) and for those gliders to be issued with an EASA C of A. For BGA gliders the majority have transitioned before the 28 September 2009, however it was appreciated that a small number of gliders won't have been transitioned in time and are eligible for an EASA C of A, the transition process is described below

Please note that Annex II gliders (in the main, vintage and historic), are not effected by EASA regulation and do not transition. They remain BGA registered and remain with a BGA C of A.

The following guidance material is designed to help you and your inspector through the various steps required to obtain an EASA C of A.

Registration

It is a pre-requisite that an EASA is registered with the CAA prior to transition to EASA C of A. Registration must be completed before the EASA C of A transition process is started.

Markings

The glider must bear the “G” registration marks in accordance with CAA regulations.
For additional guidance on registration and marking, please see BGA publication AMP leaflet 3-7, available on the BGA website.

Gliders must also have a fireproof identification plate stating the “G-XXXX” registration and the BGA recommend including the BGA number. It does not need to be Stainless Steel. Jewellers Silver Plate as used on trophies is adequate.

Log Books

Prior to presenting the aircraft for the annual inspection and transition process the log book must be completed up to date with all house and launches. The inspector will need the log book to complete the checks.
The BGA Glider log book is acceptable provided a Part M CRS statement sticker is fixed inside the front cover (Available from BGA office). The BGA log book must be kept up to date and all maintenance properly recorded.

Transition Paperwork

The BGA has produced a package containing all the paperwork required to complete the process. This is available as a download from the BGA web site www.gliding.co.uk

In addition to the BGA Transition pack there are two additional CAA forms to be completed

CA3 application for C of A – to be completed by either the owner or BGA inspector on the owners behalf
AD203 application for ARC – to be completed and certified by a BGA ARC signatory

Annual Check (C of A)

The transition process involves a normal annual inspection (C of A check) plus some additional compliance verification and checking. The annual check is completed to the BGA 267. There is an updated version (02/09) that includes an EASA Certificate of Release to Service. Older versions of the BGA 267 are NOT acceptable, please use latest version.
All worksheets, BGA 267, Transition paperwork and Release Certificates should form the start (or continuation) of a maintenance file for your aircraft.

More information on the use of worksheets and work packs can be found in AMP leaflet 1-1, updated July 2007.

Flight Manual

If a flight manual has been published by the TC holder then each aircraft must have one in English.
As part of the compliance verification process the revision status of your flight manual will be checked. Are any updates are required? Updates must be in place prior to the issue of the EASA C of A.
Flight manual revisions are normally published using the manufacturers Technical Note (TN) system.
You can check the revision status for many types as of 01 August 2007 by visiting the BGA web site
http://www.gliding.co.uk/bgainfo/technical/easa/downloads.htm
there are also links to most of the Type Certificate Data Sheets

If you do not have a flight manual and there is one for your aircraft type, you will need to get one. You should contact the aircraft UK agent or if there is no agent the manufacturer directly for replacement manuals or updates. The BGA is unable to supply flight manuals or updates.

Flight Manuals for SAS aircraft

Orphan aircraft will have been certified to a SAS (Specific Airworthiness Specification) published by EASA. The SAS will normally have limitations included, in that case this is the equivalent of a Flight Manual, so you do not need one, or, the SAS will refer to a Flight Manual, in that case you will need one.

Airworthiness Review

A critical part of the transition process is the Airworthiness Review recorded on BGA 276. Part M requires that the aircraft owner requests an airworthiness review, a maintenance work order must be raised for this purpose.
The Airworthiness review can only be completed by a BGA ARC signatory

Modification & repair deceleration

As a result of the ART visit at the beginning of 2007, all BGA modifications and repairs completed under BGA procedures prior to transition, are deemed to be approved. This includes major and minor mods approved by the BGA, minor mods and repairs approved by BGA inspectors and major repairs certified by BGA senior inspectors. To allow transition it is necessary to declare these mods and major repairs and to set a modification standard for each aircraft.

If the BGA extended weight concession is used this must also be included as it a major modification. **If you do not declare it, you will not be able to use it in the future**.
The following mod numbers are allocated:
K7 and ASK 13 series with 10% max weight increase – Mod No BGA 2007/01
All other aircraft with a 3% max weight or 5% non lifting parts – Mod No BGA 2007/02 as detailed on the BGA Data Sheets.
The BGA is not approving any other increases on EASA aircraft.
If the manufacturer has approved a weight extension, this should be used as the approval reference.

All other modifications of any significance should be listed (BGA approved, Manufacturer approved)
All major repairs should be listed

It should be noted that, following transition, i.e. once the glider has an EASA C of A, all mods and repairs must be approved under EASA part 21 either by the aircraft manufacturer, a Design approved company (DOA) or by EASA. A BGA inspector will not be allowed to approve modifications locally.

Equipment list & Form 1 release certificates

To establish a base line for the equipment installed in the glider an equipment list is required. Include the required instruments, and optional "Sporting", equipment (see list below) that may be installed that is not part of the basic design of the glider.

Required instruments (Minimum equipment)

All Gliders:	Altimeter and Air Speed Indicator
Additionally;	
Self Sustaining Sailplanes:	Magnetic Compass
Aerobatic gliders:	Accelerometer
Gliders with Water Ballast:	OAT gauge (not required if part of optional equipment)

Optional equipment (Example)

Flight Computers, GPS, Loggers, PDA, variometers and oxygen if fitted after production.

Do not include engine instruments for a self sustainer or release hooks as these are part of the basic design. Do include optional role equipment.
If the release hook has been changed from the original type design or been added as a modification it should be included on the equipment list.
All instruments required by CS-22.1303 (JAR-22.1303) installed in gliders manufactured or imported to the UK after 28/9/2003 must be released instruments. To show compliance the glider must have either had an export C of A or domestic EU C of A at time of import and the instruments unchanged or EASA (JAR) Form 1 release documents.
If the instrument panel was installed as part of the aircraft build and is covered by the EASA form 52 Statement of Conformity you do not need to supply Form 1's.

AD and life limit statement

Part of the verification of compliance that is required for the transition, is verification that all Airworthiness Directives (AD) have been complied with and any life limitations have not been exceeded. The AD and Life statement is designed to record this.
The information to complete the AD statement can be found on the BGA web site and from manufactures web sites. Copies of AD's should be obtained from the respective National Authority or EASA web site. If compliance with a particular AD cannot be verified, and it is applicable to your aircraft, you must demonstrate compliance by doing the AD as required.
When completing the list please identify the compliance source. If previously complied with (PCW) you must enter the date it is to be found in the aircraft log book.
However, some credit must be given to previous work done. If older gliders have undergone a full "overhaul" including inspection, repair and recover and statements like "All mandatory Mods and inspections carried out" you can use that as evidence for compliance with relevant inspection AD's. The AD's that were relevant at the time must be listed on BGA 274.
Newer gliders and all composite types should have the AD's recorded accurately.

Life limits are usually to be found in the Maintenance Manual, however they can also be found in the Flight Manual or in an Airworthiness Directive or Service bulletin (TN, TI) or sometimes on the type certificate data sheet. A very few composite gliders will not have a published life, but the majority of main stream European gliders will have. Most older fabric covered types don't have airframe lives. But still check.
Other items such as release hooks and engines should be included if they are lifed.
If installed, Oxygen Bottle hydrostatic test life should be entered.
Please note that the BGA Technical Committee have approved seat harnesses as "On Condition" so the 10 year limit does not apply to sailplanes using the BGA GMS maintenance programme.

Weighing

The BGA requires sailplanes to be weighed every 8 years. Please send a copy of the last weighing record with the application. If the weighing is 8 years or more ago or the glider has been recovered, repainted or significantly repaired or the current weighing is believed to be inaccurate, the glider will need re-weighing before the transition can be processed.

Submission to BGA

The complete transition package should be sent to the BGA for review and processing where a recommendation will be made to the CAA for the issue of an EASA C of A and ARC

BGA 30 Day Tickets

Unfortunately, BGA 30-day tickets do not apply to gliders transitioned to EASA C of A.

Fees

Details of fees for transition can be found on the BGA web site.

CAA registration fees are published on the CAA web site.
http://www.caa.co.uk/default.aspx?catid=122&pagetype=90

Audit and surveys

It is possible that the CAA or BGA - as part of the Quality System - will be required to audit your aircraft. You are obliged to make the aircraft and records available if requested.

EASA C of A and ARC

Once the transition process has been completed you will be issued with an EASA Non Expiring Certificate of Airworthiness (C of A) and a Airworthiness Review Certificate (ARC) valid for one year.

Aircraft records and certificates

We recommend you obtain three stationary items;

- A4 Leaver Arch File
- A4 20 Pocket Display Book (soft cover) (20 clear plastic wallets in a binder)
- Box file or bank box

The aircraft records will now form part of the log book that is a legal document required for the continued validation of the C of A and ARC. It is very important that these records are kept safely free from damage, loss or un-authorised alteration.
The BGA recommend that a “Maintenance File” be started. A simple A4 leaver arch file where all the maintenance related paperwork can be kept in one place is ideal;

- 267’s
- inspection reports
- defect worksheets
- parts releases
- etc, etc

And filed in date order. More on this subject can be found in AMP leaflet 1-1.

All the aircraft documentation and certificates should be kept in one place

- Certificate of Registration
- Certificate of Airworthiness
- Airworthiness Review Certificate
- Insurance Document
- Radio Licence
- Weight and Centre of Gravity Schedule

These must also be kept safely. If any are lost they must be replaced. Fees are usually charged for replacements.
The BGA recommends that you use a pocket display book with transparent sleeves so that the documents can be inserted and viewed as required.

All the other items

- Aircraft Log Book
- BGA GMS
- Flight manual and supplements
- Maintenance manual
- Engine manual
- Instruction booklets
- Completed DI books
- And other miscellaneous paperwork

This should also be kept in one place and a box file or bank box is usually ideal for this, depending on how much information is accumulated.

Continued airworthiness

To maintain the validity of the Airworthiness Review Certificate all maintenance and continued airworthiness tasks must be carried out by appropriate persons and on time. All Airworthiness Directives applicable to the type must be embodied as stated on the AD. Manufactures or Type Certificate holder Service Bulletins, Technical Notes and such like, must be reviewed and considered for embodiment. The BGA will continue to advise when a particular AD is published and advise other airworthiness information through TNS and Web Site. These actions will allow the aircraft to remain is a Controlled Environment.

Letter of agreement (LOA)

As part of the Controlled Environment the aircraft owner and Continuing Airworthiness Management Organisation (CAMO) the BGA, are required to have a formal agreement in place detailing the responsibilities of each side.
Please sign one copy of the letter and return to the BGA with the transition documents.

Maintenance certification “appropriate persons”

All maintenance actions will require a Certificate of Release to Service (CRS) that includes Pilot/Owner maintenance.
The Pilot/owner maintenance tasks are detailed in AMP leaflet 2-1
All other maintenance should be signed off by a BGA inspector as part of the BGA maintenance organisation.

Controlled Environment

The BGA is not operating in the "Controlled Environment" this means a simpler and much cheaper continued airworthiness regime for you, however as a result it is necessary to carry out an airworthiness review every year and you, as owner, are responsible for ensuring that any maintenance due is completed. This is no change from the previous BGA system everyone is used to.