

BGA AIRWORTHINESS AND MAINTENANCE PROCEDURES

PART 2, LEAFLET 2-9

INITIAL MOTOR GLIDER OR TUG APPLICATION FOR A CAA or EASA CERTIFICATE OF AIRWORTHINESS

INTRODUCTION

1. In a change to previous practice the Civil Aviation Authority (CAA) have decided that from April 2001 that they will, in common with all General Aviation, process all new applications for Certificates of Airworthiness themselves in order to have “first sight” of all aircraft new the British register.
2. The BGA is now not normally involved with initial issue of EASA C of A's.
3. The CAA will accept certifications made by an appropriately rated BGA inspector (MG) however the application should be from a BGA Chief Engineer at a BGA M3 facility. A commercial M3 may be used if desired provided the appropriate licence cover is available.
4. The procedure detailed below to assist prospective owners and inspectors with the application for an initial C of A for a Motor Glider.

INITIAL APPLICATION – SERIES PRODUCTION AIRCRAFT (new or used)

- a) Check that the aircraft type and variant is listed with the CAA or is an approved EASA type and that it will be a ‘SERIES’ C of A issue. The CAA Applications and Certifications section will be able to confirm this. If the aircraft is not a ‘series’ then follow this procedure and additional requirements for Prototype or Series Variant or Series Modified aircraft. A copy of the AAN (Airworthiness Approval Note) will be required to check the aircraft against and confirm status as above. Copies of AAN's are available either from the BGA or the CAA.
- b) The aircraft must be registered with the CAA (Aircraft Registrations Section, CAA House, 45-59 Kingsway, London. WC2B 6TE. 020 7453 6666. See A/W notice 29) It is possible to reserve a registration number before actually registering it, this allows the documentation to be identified and the aircraft painted. The aircraft must be registered in the UK before flying with CAA permission; this includes ferry permits and fitness for flight certificates. For a used aircraft it would probably save expense if after obtaining an Export C of A, the aircraft was flown to the UK on the exporting country's registration and de-registered on arrival in the UK. Or trailer the aircraft to the UK.
- c) Apply to register the aircraft using CAA form CA1 and send to the above address with the appropriate fee. A certificate or evidence of De-registration or Non-registration will be required to complete the registration. Please do not de-register the aircraft too early as the Export C of A (referred to later) can only be issued while the aircraft is registered in a foreign country but must not be more than 60 days old at time of UK CAA C of A application.
- d) An identification plate will be required to be fitted in the aircraft. This should be an engraved Stainless Steel plate approximately 3” x 2”, with the aircraft registration letters G-XXXX
- e) Application for the C of A should be made on form CA3 and sent to the Civil Aviation Authority, SRG, Applications & Certifications Section, Aviation House, Gatwick Airport

South, West Sussex. RH6 0YR. 01293 768374. With the appropriate fee. (see official record series 5 on the CAA web site)

- f) The CA3 form will require detailed information about the aircraft, history and equipment installed. This should be accompanied by the Export C of A (Copy) or EASA form 52 Statement of Conformity and a copy of the weight and balance schedule if available at the time. If not available these will be required before the C of A is issued.

A Flight manual in English will be required.

If a ferry C of A or permit is required this will be issued on the strength of the Export C of A and application on form CA3, however if the aircraft is used, the CAA may require the aircraft to be inspected by a CAA surveyor prior to issuing. You should negotiate with the CAA, Applications and Certifications Section at Gatwick

- g) After an initial survey of the documentation a CAA surveyor will be appointed from the regional CAA office and arrangements will be made to survey the aircraft. You will receive notification and a FMAS flight manual status report and a request form for any CAA issued supplements or change sheets. You should check the flight manual against this report and request any required items. Manual revisions will have to be obtained from the aircraft manufacturer.
- h) When the aircraft is ready for issue of the C of A, that is, any maintenance is completed to LAMS/A/1999/ (used aircraft usually will require a star/annual inspection), a full inspection of the aircraft has been completed and any defects rectified. The aircraft has been reweighed, a new weight and balance schedule raised and the compass has been checked swung for used aircraft and for new aircraft if the items have not been completed by the manufacturer. The log books and CAP 543 Time limited task record completed fully.

Contact the CAA regional office as notified to you and arrange for the aircraft to be surveyed.

The CAA Surveyor will inspect the aircraft, records and documentation and if satisfied issue the C of A or advise on what action is required to be taken. The surveyor will also check the flight manual against the FMAS report.

Compliance with any UK additional requirements will have to be shown i.e GR6 (AN88) if applicable (not required for VFR SLMG). Also full compliance statement with all mandatory inspections and modifications and Generic requirements. New logbooks will have to be completed with the aircraft & flight data, mandatory and non-mandatory inspections as applicable. (Airframe CAP 398, Engine CAP 399, Propeller CAP 400, Time limited task record CAP 543 and LAMS CAP 411. A special purpose binder is available 1¼" or 2" sizes. All available from TSO)

- i) If you intend to purchase an aircraft that is damaged or in a non airworthy condition it is highly recommended that you contact the CAA, Applications and Certifications section, prior to making any commitments. There may be special requirements to meet or it may not be possible to issue a C of A at all.

PROTOTYPE, VARIANT OR SERIES MODIFIED AIRCRAFT

- j) If the aircraft does not comply as a series type, as defined in the AAN, then depending on the difference application on the CA3 will be for a Prototype, Series Variant or Series Modified. The notes on the CA3 will give guidance.

- k) Generally the CAA will require some additional fees for other than a series aircraft. You will be advised at the time.
- l) Normally four additional copies of the flight manual will be required by the CAA for their retention. A copy of the Type Certificate Data Sheet will also be required.
- m) As a general guide:
- Prototype – Aircraft type not on UK or other EU register.
 - Series Variant – Aircraft type is on UK or other EU register but as a different model.
 - Series Modified – Aircraft on UK or other EU register but with a different engine or propeller but retaining the same model designation.

Each type will need a TCDS (Type Certificate Data Sheet) and a Type Certificate showing the type or changes and certification to CS 22 or other recognised design code. The CAA fees will depend on the amount of investigation required and the services of an approved design company may be required.

A new or revised AAN will be required.

Note: Only the “Owner” of an AAN can apply to have it changed or varied or agree to pay the costs. The “Owner” is the person who paid the fees for the AAN.

RADIO INSTALLATIONS

- n) If the aircraft has a radio or other avionics installed at the time of first registration and C of A this will normally be included in the application. If other equipment is installed after the C of A is issued then a modification will be required.
- o) A radio licence will also be required issued by the Telecommunications Agency.

CHECK LIST OF REQUIRED DOCUMENTS

Document	Completed	Notes
Export C of A or EASA form 52		
Certificate of Non or De Registration		Required for registration
Flight manual (in English)		
CAA Airworthiness Approval Note (AAN) or EU Type Certificate Data Sheet		
Previous log books		
Previous maintenance records		
CAA Registration form		CA 1
CAA C of A application form		CA 3
FMAS Flight manual status report		From CAA
CAA log books, Time limited task record and binder		CAP 398,399,400,543.
LAMS maintenance schedule		CAP 411.
Weight and balance schedule		BGA 211
Modification statement		BGA 203
Maintenance manuals		
Fireproof identification plate		