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| <b>BGA Airworthiness and Maintenance Procedure</b>              | <b>AMP 2-4</b> |
| <b>NATIONAL AIRWORTHINESS REVIEW CERTIFICATE (NARC) RENEWAL</b> |                |

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| <b>Version 2</b> | <b>5<sup>th</sup> January 2024</b> |
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## **General**

CAA non-Part 21 aircraft issued with a non-expiring C of A and National Airworthiness Review Certificate (NARC) is subject to an Airworthiness Review to renew the NARC or an Annual Review to extend the NARC and maintain the validity of the Certificate of Airworthiness.

This procedure approved in the BGA Airworthiness Exposition is explained in this AMP leaflet.

It should be noted that this process is similar to the Part 21 ARC renewal process. However, there are subtle differences in the two processes and requirements hence this AMP and different checklist form (BGA 278). This process and form is only applicable for use with CAA non-Part 21 aircraft holding a CAA non-expiring C of A.

## **References**

The British Civil Airworthiness Requirements (BCAR) and the BGA Airworthiness Exposition are applicable.

## **NARC validity**

The NARC is valid for 1 year.

## **Eligible aircraft**

Only CAA G-registered non-Part 21 self-launching sailplanes, Touring Motor Gliders and BGA gliding club tugs issued with a CAA non-expiring C of A that are within the BGA Airworthiness Organisation and included in the non-Part 21 capability list (see BGA exposition) are eligible for NARC renewals through the BGA CAO.

## **Authorisation to carry out the airworthiness review and ARC signatories**

BGA inspectors specifically authorized and hold a CAA-issued AD458 approval and are listed as NARC signatories in the BGA Airworthiness Exposition with a Chief Engineer rating.

## **Airworthiness review**

Before an Airworthiness Review can be carried out, the aircraft owner must give permission. This is achieved by the completion of a Maintenance Work Order. The work order may also include planned maintenance activity. The maintenance work order must be raised prior to the airworthiness review, annual review and/or maintenance activity.

For aircraft operating on a National C of A, the Airworthiness Review will be performed in accordance with BCAR A8-25, Paragraph 10 and documented on the BGA Form 278.

The Airworthiness Review can be anticipated by a maximum of 90 days without loss of continuity of the Airworthiness Review pattern, to allow the physical review to take place during a maintenance check.

Where the aircraft has not previously held a NARC, the NARC must be issued by the UK CAA for which purpose a full review will be performed and a recommendation made.

For aircraft not in a controlled environment, the NARC may be extended a maximum of two times after carrying out an annual review to establish that:

1. All maintenance specified by the maintenance programme has been carried out in accordance with that programme.
2. All modifications and inspections deemed mandatory by the UK CAA have been carried out.
3. All defects entered in the aircraft records have been rectified or deferred in accordance with UK CAA approved procedures.
4. All required CRS have been issued.

The annual review is detailed on BGA Form 278 and can be issued by staff listed in the BGA airworthiness Exposition (Airworthiness Review Staff).

The recommendation will not be made, or a NARC will not be issued or extended, if there is reason to believe the aircraft is not airworthy or if the airworthiness review is inconclusive. In the case of an inconclusive review, the UK CAA will be informed.

Any findings will be corrected prior to making a recommendation or issue / extension of the NARC.

An issued NARC will be valid for 12 months.

### **Administration**

The NARC is produced by the Chief Engineer / NARC signatory, signed and forwarded to the aircraft owner.

A signed second copy of the NARC (Marked COPY) is forwarded to the BGA together BGA 278 with payment within 5 days.

BGA quality checks the process, updates records and a copy of the issued or extended NARC is sent to the UK CAA [apply@caa.co.uk](mailto:apply@caa.co.uk) within 10 days of issue or extension.

### **Dating protocol – NARC issue**

The following dating protocol and anticipation period must be used for the issue of a NARC:

- a. Anticipation 90 days or less prior to expiry of the NARC: The NARC issue date is the day the NARC is issued. The expiry date will be one year from the expiry date of the last NARC.
- b. Anticipation more than 90 days prior to expiry of the NARC: The NARC issue date is the day the NARC is issued. The expiry date is one year less one day from the Airworthiness Review date
- c. Expired NARC:  
The NARC issue date is from the day the NARC is issued. The expiry date is one year less one day from the Airworthiness Review date

NOTE 1: Where the anticipated period is within ninety days, both airworthiness review and physical survey must be carried out within the ninety days anticipated period.

NOTE 2: Where the anticipated period is greater than ninety days, both the airworthiness review and the aircraft survey must be carried out within the ninety days preceding the recommendation date.

NOTE 3: If the NARC issue is more than 90 days anticipation from the expiry of the old NARC, all the anticipation period is lost.

NOTE 4: If validity time is lost by incorrect application of the dating protocols but within the allowable limits it will not be possible to reclaim this time.

NOTE 5: NARC's not meeting the dating protocols will be rejected.

### **Dating protocol – NARC extension**

The Annual review (and physical survey if required) may be anticipated by up to 30 days prior to the expiry of the NARC without loss of continuity.

- a) Anticipation 30 days or less prior to expiry of the NARC:  
The NARC extension issue date is the day the NARC extension is issued.  
The expiry date will be one year from the expiry date of the last NARC
- b) Anticipation more than 30 days prior to expiry of NARC  
is not permitted.
- c) Expired NARC  
The NARC extension issue date is from the day the NARC extension is issued  
The expiry date is one year from the original expiry date of the NARC

NOTE 6: The aircraft may not fly with an expired NARC

NOTE 7: When extending an expired NARC the expiry date may not be extended and any expired time is lost.

NOTE 8: The NARC may only be extended in years 1 and 2. In the 3<sup>rd</sup> year a full airworthiness review and physical survey is required for the issue of a new NARC.

Example NARC showing one issue and one extension:

|  |                                |   |
|--|--------------------------------|---|
| United Kingdom   |                                |  |
| <b>NATIONAL AIRWORTHINESS REVIEW CERTIFICATE</b>   |                                |   |
| NARC Reference: G-BEOI/DAI/8378/73/07022014  |                                |   |
| Pursuant to article 36E of the Air Navigation Order 2009 and CAP 553 BCAR Section A Chapter A3-1, the following continuing airworthiness management organisation, which has been approved in accordance with CAP 553 BCAR Section A, Chapter A8-25 |                                |   |
| British Gliding Association Ltd<br>8 Merus Court, Meridian Business Park<br>Leicester<br>LE19 1RJ  |                                |   |
| Approval Reference DAI/8378/73   |                                |   |
| certifies that in the respect of the following aircraft:   |                                |   |
| Aircraft Manufacturer:   | PIPER AIRCRAFT CORPORATION     |   |
| Manufacturer's Designation:  | PIPER PA-18-150                |   |
| Aircraft Registration:   | G-BEOI                         |   |
| Aircraft Serial Number:  | 18-7709028                     |   |
| an airworthiness review has been satisfactorily completed.   |                                |   |
| Date of Issue: 03 August 2013  | Date of Expiry: 02 August 2014 |   |
| Signed: <i>A N Other</i>   | Authorisation No. I/C/1234     |   |
| Name [Print]: <i>A N Other</i>   |                                |   |
| 1st Extension: The National Airworthiness Review Certificate has been extended in accordance with Part 3A of the Air Navigation Order 2009 and UK Civil Aviation Authority CAP 553 BCAR Section A Chapter A3-1 paragraph 10.                       |                                |   |
| Date of Issue: 28 July 2014  | Date of Expiry: 02 August 2015 |   |
| Signed: <i>A N Other</i>   | Name [Print]: <i>A N Other</i> |   |
| Authorisation No./Licence No. (as applicable): I/C/1234  |                                |   |
| Company Name: <i>British Gliding Association</i> Approval Reference: <i>DAI/8378/73</i>  |                                |   |
| 2nd Extension: The National Airworthiness Review Certificate has been extended in accordance with Part 3A of the Air Navigation Order 2009 and UK Civil Aviation Authority CAP 553 BCAR Section A Chapter A3-1 paragraph 10.                       |                                |   |
| Date of Issue: .....   | Date of Expiry: .....          |   |
| Signed: .....  | Name [Print]: .....            |   |
| Authorisation No./Licence No. (as applicable): .....   |                                |   |
| Company Name: * .....  |                                |   |
| Approval Reference: * .....  |                                |   |

\*if applicable  
National Airworthiness Review Certificate - 20130327