



# BAILIWICK OF JERSEY

Director of Civil Aviation

## Jersey Advisory Circulars (JACs)

### Part 21-3

## CERTIFICATE OF AIRWORTHINESS

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# Certificate of Airworthiness

**Issue 1**  
**October 2020**

**Effective on issue**

## **GENERAL**

Jersey Aviation Circulars are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Jersey Aviation Requirements. They are not in themselves law but may amplify a provision of the Air Navigation (Jersey) Law 2014 or provide practical guidance on meeting a requirement contained in the Jersey Aviation Requirements.

## **PURPOSE**

This Circular provides guidance on the application process for a Certificate of Airworthiness and presenting the aircraft for investigation by the Director of Civil Aviation.

## **RELATED REQUIREMENTS**

This Circular relates to JAR Part 21.

## **CHANGE INFORMATION**

First issue.

## **ENQUIRIES**

Enquiries regarding the content of this Circular should be addressed to : the Director of Civil Aviation (Jersey) at [www.cidca.aero](http://www.cidca.aero)

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## 1 Introduction

This Circular provides guidance on the completion of the Certificate of Airworthiness application form and associated Survey Report and Recommendation form. Examples of both forms are provided in the appendices to this Circular. The DCA will provide its own version of these forms with the appropriate local details. Applicants should therefore contact the DCA for copies of the forms.

## 2 Application

- 2.1 The application and presentation for a C of A shall be from an organisation approved in accordance with JAR Part 39 and approved persons.
- 2.2 Prior to the issue of a Certificate of Airworthiness it is necessary for the aircraft to first be on the register of the DCA. Therefore, for aircraft not already on the DCA Register reference should be made to JAR Part 47 'Aircraft Registration and Marking'.
- 2.3 The application, survey document and guidance material contained in this Circular are designed to assist the applicant in gathering the relevant information, aircraft documentation, airworthiness status reports and presenting the aircraft for investigation by the DCA.
- 2.4 An applicant may wish to present the aircraft for C of A at a location outside of Jersey. This approach will require additional coordination and management between the applicant and Airworthiness Surveyor and will likely increase the time and possibly cost required for the investigation, particularly where extended travel is required. A suitable date for the DCA investigation should be agreed between the applicant and the Airworthiness Surveyor at the start of the process.
- 2.5 JAR Part 21 Subpart E Certificates of Airworthiness specifies the requirements associated with the application, issue, reissue and the requirements associated with a Certificate of Airworthiness remaining in force. These requirements should be referred to in association with the guidance notes contained in this Circular.
- 2.6 The JAR Part 21.175(b) requirements for an additional level of investigation into the aircraft modification and repair standard will be determined as necessary by the DCA at the outset of a particular application. JAC 21-6 provides the necessary guidance on the required Aircraft Airworthiness Review Report. It should be noted that even if such an investigation was not made a condition of the application, there may still be a need for such an investigation if the DCA determines that a deeper review is required on the modification and design standard.
- 2.7 Appendix A provides an example of the Certificate of Airworthiness application Form. Applicants should contact the DCA for the actual form to be used. This form must be completed for all applications for the initial grant of a Certificate of Airworthiness.

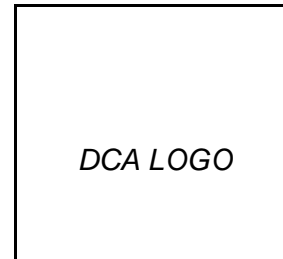
### 3 Investigation

- 3.1 Appendix B provides an example of the Survey Report and Recommendation Form, which is structured to facilitate the C of A investigation by the DCA. Applicants should contact the DCA for the actual application form to be used. All applications for initial and re-issue of a C of A require the completion of the Survey Report and Recommendation Form.
- 3.2 At the point of application, the DCA will determine, and notify the applicant, whether the application will be treated as an issue or reissue of a C of A. The process of investigation will follow that for C of A issue if:
- (1) The aircraft has not previously been granted a C of A by the DCA; or
  - (2) The aircraft has not held a valid C of A for a period of six months; or
  - (3) The DCA is aware that the continued airworthiness has not been undertaken to an acceptable standard.
- 3.3 The applicant for the C of A shall collate all required reference material prior to the DCA investigation including as a minimum:
- (1) The applicable type acceptance certificate; and
  - (2) The applicable type certificate data sheet; and
  - (3) The list of applicable mandatory requirements; and
  - (4) A copy of the Export C of A (issue only); and
  - (5) When specified, the Aircraft Airworthiness Review report; and
  - (6) The DCA approved maintenance programme; and
  - (7) Aircraft, Engine & Propeller logbooks; and
  - (8) The aircraft flight manual; and
  - (9) All of the support material required by the application Survey and Recommendation Form.
- 3.4 The aircraft and its records should be made available at an approved maintenance facility at a suitable location agreed with the DCA.
- 3.5 All documentation supplied should be originals or acceptable certified true copies. In the case of maintenance and continued airworthiness records, these should be authorised by a person in a verifiable position of authority, such as an organisation's quality department.

# Appendix A – Example C of A Application Form



## APPLICATION FOR THE ISSUE OF A CERTIFICATE OF AIRWORTHINESS or PERMIT TO FLY (INITIAL ISSUE ONLY)



**IMPORTANT:**

To assist the applicant and to ensure correct completion please refer to the ATTACHED 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, except in the case of Prototype or Variant aircraft.

The completed application form should be forwarded to the Director of Civil Aviation

<b>APPLICATION FOR THE ISSUE OF: (See Note 1)</b> Please tick applicable box		
CERTIFICATE OF AIRWORTHINESS & NOISE CERTIFICATE (if applicable)		<input type="checkbox"/>
PERMIT TO FLY		<input type="checkbox"/>
<b>AIRCRAFT DETAILS</b>	Current or allocated	All previous (where known)
Registration Marks		
Serial No./Line No./Variable No.	...../...../.....	
Type Designation and Series	.....	
Constructor of aircraft	.....	
Country of construction	.....	
Year of construction	.....	
New or used	.....	
Engine(s) <b>(See Note 2)</b>	.....	
Auxiliary Power Unit	.....	
Propeller(s)(Hub and Blade) <b>(See Note 3)</b>	.....	
Maximum Take-off Weight (kg)	.....	
Maximum number of seats (inc. crew)	.....	
<b>CERTIFICATE CATEGORY APPLIED FOR:-</b>	(a) Commercial Air Transport	<input type="checkbox"/>
Not applicable for Permit to Fly (Please tick applicable box)	(B) Private	<input type="checkbox"/>
<b>CERTIFICATION STATUS</b>	TAC No..... Original TCDS Basis.....	
<b>EXPORT C OF A</b>	Issuing Authority.....	
<b>STATE IF AIRCRAFT IS BEING</b> (Please tick applicable box)	(a) Overhauled <input type="checkbox"/> (b) Repaired <input type="checkbox"/> (c) Modified <input type="checkbox"/> (d) Not applicable <input type="checkbox"/>	

<b>AIRWORTHINESS TRANSFER DOCUMENTATION REQUIRED</b>			
	<b>DOCUMENT TYPE</b>	<b>DOCUMENT NUMBER</b>	<b>DOCUMENT DATE</b>
<b>DOCUMENTS ENCLOSED</b> (See Note 4)			
<b>INCLUDES NOISE CERTIFICATION</b>			
<b>FLIGHT MANUAL REF NO.</b> (See Note 5)			
<b>MAINTENANCE SCHEDULE/PROGRAMME REF NO.</b> (See Note 6)			
<b>ADDRESS DETAILS</b>  (a) Name and address of aircraft owner/applicant (in full)  Telephone No: Facsimile No: E-mail address:			
(b) Contact name and address of approved organisation or licensed aircraft engineer  Telephone No: Facsimile No: E-mail address:			
<b>PLACE OF SURVEY</b>			
<b>OT ADDITIONAL REQUIREMENTS FOR IMPORT</b>			
<b>ADDITIONAL INFORMATION</b>			

Certificate of Airworthiness / Permit to Fly Application Form

<b>2 GENERALS</b> 2.1 Provide details of any towing, parachuting or other special equipment fitted	
2.2 Give details of equipment, or systems which have been introduced by modification since original manufacture and include STC reference if applicable. Refer to the aircraft Airworthiness review report, if any, as detailed in JAC 21-6	

**DECLARATION**

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

(1) \* The fee for a 1-year period of validity of the Certificate of Airworthiness is included in this amount.

AOC No.

I also agree to pay the charges payable in accordance with the Scheme of Charges which may be notified to me by the DCA (if applicable).

Date .....

Signature of Applicant .....

Please print name in BLOCK CAPITALS

Name of Applicant .....

For and on behalf of .....

\* Please tick appropriate box

**DCA USE ONLY (To be developed by the DCA)**



## Application for Issue of a Certificate of Airworthiness

### Guidance notes.

**Note 1** - Permits to fly are issued to aircraft due to the compliance requirements for the issue of a Certificate of Airworthiness not being met.

In Jersey this is generally as a result of one of the following reasons:

- a) The Certificate of Airworthiness is not in force.
- b) The type approved aircraft is not fully complying with certification requirements.
- b) The maintenance of the aircraft is not up to date.
- c) The aircraft requires to be flown to a place where maintenance, permanent repair or alterations can be performed.

If a Noise Certificate is required, the application should contain the data as defined in JAR Part 36.

A noise certificate will be issued by the DCA at the same time as the C of A.

**Note 2** - The manufacturer and type certificate designation of the engine type is required.

**Note 3** - 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 approved alternative.

**Note 4** – Acceptable transfer documentation is an Export Certificate of Airworthiness issued by the last state of registry within 60 days of the declaration date on the C of A application. Any supplied documents in support of an application for a C of A can be in the form of copies, as the Original documents are not required at the time of application. The original documents will be viewed by the Surveyor at the time of the C of A/ Permit to fly issue.

**Note 5** - The applicable Flight Manual Reference and revision status is required.

**Note 6** - The maintenance programme/schedule reference number is required. The maintenance programme/schedule must be approved by the applicable DCA.

## Appendix B – Example Survey Report and Recommendation Form

<b>SURVEY REPORT AND RECOMMENDATION FORM</b>		<b>ISSUE OR REISSUE OF A CERTIFICATE OF AIRWORTHINESS</b>	
		<i>DCA LOGO</i>	
<p>Data shall be completed by the operator's Contracted Continued Airworthiness Management Organisation.</p> <p>Where specified* attach and make reference to supporting documentation</p>			
<b>GENERAL SECTION</b>			
1	Aircraft Registration		
2	Certificate of Airworthiness Category	Commercial Air Transport <input type="checkbox"/>	Private <input type="checkbox"/>
3	Aircraft Type/Designation per TCDS and TAC Reference	Aircraft Type – Variant: TCDS Reference: TAC Reference	
4	Aircraft Serial No.		
5	Year of Manufacture)		
6	Engine/s Type & Model Number/s		
7	Serial Numbers of engine(s) installed	Position 1	Position 2
		Position 3	Position 4
8	Propeller/s Type & Model Number/s		
9	Serial Numbers of propeller(s) installed	Position 1	Position 2
		Position 3	position 4
10	APU Model Type and serial number.	Model Type: Serial No.:	
11	Original Export Certificate of Airworthiness* issued by the exporting State of Registration (C of A (issue only)	Certificate Number: Dated: Any Specified Conditions, Derogations or waivers:	

12	Contracted Line and/or Base Maintenance Organisation(s)	Name of organisation:	
		DCA approval reference:	
13	Registered Owner's Technical Coordinator accepted by DCA. <b>(See Note 1)</b>	Name:	
		Organisation:	
14	Are Registration Marks and aircraft fireproof identification plate compliant with Air Navigation (Jersey) Law 2014 requirements? If 'no' provide details.		
15	Check Flight/Flight test (as applicable) Have arrangements been accepted by the DCA (C of A issue only)		
16	Date of last satisfactory Check Flight/Flight test (as applicable) (C of A issue only) or any required Flight Handling/Systems Check (C of A reissue) <b>(See Note 2)</b>		
<b>CONTINUED AIRWORTHINESS SECTION</b>			
17	DCA Approved Maintenance Schedule/Programme Reference No.	Reference No.	
18	Maintenance Schedule/Programme revision status	Revision:	
19	DCA agreed bridging check carried out as required (C of A issue only)	Work order reference:	
20	Have applicable Engine, Airframe and VP Propeller Logbooks been raised in a format acceptable to DCA and are records up to date.		
21	Aircraft - As applicable, record*; Aircraft Total Flight Hours / Cycles / Landings	Total Flight Hours	
		Cycles / Landings	
		Hours since last C of A	
		Dated	
22	Record Engine/s service life parameters*	TBO	
		Total engine hours	
		Time since overhaul	
		Date of last overhaul	

23	Record Propeller/s service life parameters*	TBO	
		Total hours	
		Time since overhaul	
		Date of last overhaul	
24	Confirm applicable Airworthiness Directive compliance – attach* a suitable report detailing the applicable State(s) promulgated directives. (JAR Part 39.67 refers) Note: full listing required for C of A issue; update report required for reissue.	FAA	
		Transport Canada	
		EASA	
25	Confirm compliance with required component life limitations, attach a suitable report detailing component listing*	Report reference:	
26	Confirm compliance with scheduled maintenance required by the approved maintenance programme and detail significant maintenance activities*	Maintenance/work order references:	
27	Detail significant design changes including repairs specifying approval references* Note: full listing required for C of A issue, update report required for reissue.	Report reference:	
28	Flight Manual - record	Basic FM reference	
		Revision status	
		Incorporated supplements and approval references* Note: full listing required for C of A issue; update report required for reissue.	
29	Confirm the Aircraft, Engine and Propeller conform to applicable airworthiness certification standards detailed in the applicable TCDS	TCDS Issue/Revision/Editions	
30	Record DCA assigned 24 Bit Transponder Codes (hex code)	HEX code:	
31	Date of Last Weighing Record	Date and report reference:	
32	Current Weight and Centre of Gravity Schedules detailing any alternative configurations*	References:	
33	Last compass swing calibration	Date:	

<b>DOCUMENT SECTION</b>		
34	Current Certificate of Registration	Certificate number:
35	Current Certificate of Airworthiness	Certificate number:
36	Noise Certificate	Certificate number:
37	Radio Licence	Licence number:
38	ELT registration, supply applicable copies*	Reference:
<b>EQUIPMENT SECTION</b>		
39	Detail specific emergency equipment carriage requirements*	Report reference:
40	Specify all approved operating configurations	Approved Configurations:
<b>CERTIFICATION (JAR Part 39 Organisation / Technical Coordinator)</b>		
I hereby certify that such inspection and work necessary to ensure the continued airworthiness of the aircraft has been carried out, recorded and certified and that the aircraft is considered satisfactory for the issue/reissue of the Certificate of Airworthiness.		
Name		Signature
Date		Authority
<b>CERTIFICATION (DCA use only)</b>		
<b>Aircraft Survey Report Completed</b>		
Certificate of Airworthiness Issue/Reissue recommended		Yes No
Surveyor		Signature
Dated	Location <b>(See Note 3)</b>	
<b>Surveyor Comments</b>		

**NOTES**

**Note 1:** The Technical Coordinator/JAR Part 39 Organisation should present the aircraft with all the relevant documents and publications at the time of the survey.

**Note 2:** For the initial issue of a Certificate of Airworthiness a check/ test flight as applicable is required. This may be carried out to a manufacturer's flight test schedule/profile.

**Note 3:** The aircraft shall be located within a suitable maintenance facility, shall have undergone maintenance which should be substantially complete but still have sufficient cowlings and panels removed to facilitate the survey of the aircraft.

**Additional note:**

Items marked with \* require substantiating documentation to be provided.

Any attached reports should be cross-referred to the applicable Section and line reference number on this Form.