

RECOMMENDATION FOR THE INITIAL ISSUE OF A CERTIFICATE OF AIRWORTHINESS

Data shall be completed by the operator's Continued Airworthiness Management Organisation. The completed form should be E-mailed to airworthiness@bcaa.bm. Where annotated * attach and make reference to supporting documentation. Please note that issuance of the certificate is dependent on payment of the applicable fees. To request an invoice for the payment of the applicable fees the owner/operator must submit the invoice request form found on the [BCAA website](#).

GENERAL	
1	<p>Aircraft Information</p> <p>Aircraft Registration: Serial No.: Aircraft Make and Model: Year of Manufacture: MTOW (kg): Certificate of Airworthiness Category: Private Commercial Cargo Total Flight Hours: Cycles / Landings: Dated:</p>
2	<p>Aircraft, Engine and Propeller Type Certificate Data Sheet (TCDS) and Type Acceptance Certificate (TAC) References (See Note 1)</p> <p style="text-align: center;">Aircraft Engine Propeller</p> <p>TCDS Reference: TCDS Issuing Authority: TAC Reference:</p>
3	<p>Aircraft Operator Information</p> <p>Please provide the street address (No PO Box address)</p> <p>Name of aircraft operator: Address:</p>
4	<p>Technical Co-ordinator or Post Holder (As described in OTAR 39.51)</p> <p>Name: Organisation: Telephone No.: Fax No.: email:</p>
5	<p>CAMO Details</p> <p>Name of CAMO: BCAA Approval Reference: Date Approval Expires: Address:</p> <p>Telephone No.: Fax No.: email:</p>

6	Engine Information	Make and Model: Position 1 2 3 4 Serial Number: Total Engine Hours: Total Engine Cycles: TBO: Time Since Overhaul: Date of Last Overhaul:
7	Propeller Information	Make and Model: Position 1 2 3 4 Serial Number: TBO: Total Hours: Time Since Overhaul: Date of Last Overhaul:
8	APU Information	Make and Model: Serial No.:
9	Export Certificate of Airworthiness* (See Note 2)	Certificate No.: Date: Issuing country: Type Certification Reference: Any specified conditions:
10	Contracted Line and/or Base Maintenance Organisation(s)	Name: BCAA approval no.: Name: BCAA approval no.: Name: BCAA approval no.:
11	Do Registration Marks and aircraft fire proof identification plate comply with AN(OT)O and OTAR 47 requirements? If 'no' provide details. Provide digital picture of airframe manufacturer's data plate*	Yes No Comments:

CONTNUED AIRWORTHINESS

12	BCAA Approved Maintenance Programme. (See Note 3)	Maintenance Programme Reference: Bermuda Approval Reference: Revision Number: Date: Comments:
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13	BCAA agreed Bridging Check carried out as required?	Yes	No			
		Comments:				
14	Engine, Airframe, APU and Variable Pitch Propeller Log Books up to date?	Yes	No			
		Comments:				
15	Are the Airworthiness Directives in compliance with OTAR 39.67?	Yes	No	Airframe	Engines	Appliances
	State latest Biweekly's complied with.	FAA:				
	Attach complete Airworthiness Directive status list*	Transport Canada:				
		EASA:				
		Report Reference:				
16	Are life limited parts within Manufacturer's limits?	Yes	No			
	Attach life limited parts status list*	Report Reference:				
17	Confirm compliance with scheduled maintenance required by the approved maintenance programme?	Yes	No			
	Attach full status of compliance to the maintenance programme*	Report Reference:				
		Comments:				
18	Is a list of all Major Modifications and Major Repairs with substantiation data attached to this report?* (See Note 4)	Yes	No			
		Report Reference:				
19	Aircraft Flight Manual Form AW235 is required to be submitted detailing full listing of incorporated supplements*	Flight Manual Reference:				
		Revision Number:		Date:		
		Is the Flight Manual the latest revision?	Yes	No		
		Comments:				
20	Assigned Mode S code installed? (See Note 5)	Yes	No			
		Hexadecimal code:				
21	ELT 406Mhz installed? (See Note 6)	Yes	No			
	Is ELT registered with Bermuda RCC?	Yes	No			
		Comments:				
22	Weight and Balance (W&B) Attach last W&B report*	Date of last weighing:				
		Report Reference:				

23	Last compass swing calibration	Date:
24	Aircraft software control process in place & database to latest version? (See Note 7)	Yes No Comments:

INSPECTION DETAILS

Location and Address for Aircraft Inspection:

Inspection Date Requested:

Contact Name:

Telephone No.:

E-mail:

AIRCRAFT RECORDS CHECKLIST

The following records must be presented to the Bermuda Airworthiness Inspector at the time of the aircraft survey. The applicant should confirm that these documents will be available or not by indicating "Yes", "No" or "N/A". If "N/A" the applicant should give details to explain why.

Record	Item Available?	Details if N/A
Applicable TCDS		
Maintenance Records		
Maintenance Programme Compliance Status		
List of Modifications and Repairs		
AD Compliance Records		
Life Limited Parts Records		
Records of Aircraft Mass and Balance		
Airframe, Engine, APU, Propeller, Rotor Logbooks as applicable		
Layout of Passenger Accommodations (LOPA)		
Emergency Equipment Layout (EEL)		
Aircraft Flight Manual (AFM)		
Original copies of required certificates on board		
Copy of Aircraft Maintenance Program		
Airframe Damage Records		
Last Standby Compass Calibration Records (if applicable)		

CERTIFICATION (OTAR PART 39 ORGANISATION / TECHNICAL COORDINATOR):

I 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 of the Certificate of Airworthiness.

Name:

Signature:

Date:

OTAR 39 Organisation Approval No.:

NOTES

The Technical Coordinator/OTAR Part 39 Organisation must present the aircraft with all the relevant documents and publications at the time of the inspection.

The aircraft must be in the following condition for the aircraft inspection by a BCAA inspector:

- In a suitable hangar
- Power available on the aircraft
- Flaps in the down position
- Any cargo bays open
- Any equipment bays open
- Any APU bays open
- Engine cowls open
- Adequate access equipment (steps and platforms) available
- Adequate lighting available

Note 1 - Please state the Type Certificate with which the aircraft, engines and propellers comply and the Bermuda Type Acceptance Certificate (TAC) reference. The list of Type Acceptance Certificate (TAC) references can be found on the [BCAA website](#).

Note 2 - An Export C of A is required from the Exporting Authority and shall declare compliance with the Type Certification Requirements of the FAA, EASA or Transport Canada, as applicable. The Export C of A shall only be accepted if issued in accordance with the requirements of OTAR 21.175 (a) (6).

Note 3 - The operator must establish a maintenance programme based on the manufacturer’s maintenance planning documents. The maintenance programme must be reviewed and approved by the BCAA. Refer to OTAC 39-6 for more information about the required content of the maintenance programme.

To apply for approval the applicant should submit a copy of the maintenance programme along with Form AW-285 (Maintenance Programme Approval Application) and Form AW-287(Maintenance Programme Checklist).

Note 4 - Major Modifications are those that have an appreciable effect on weight and balance, structural strength, reliability or operational characteristics. **Major Repairs** are those repairs carried out on the airframe, engine or equipment to maintain structural integrity.

Note 5 - The aircraft transponder must be programmed with the Mode S code provided by the BCAA.

Note 6 - At least one fixed ELT 406Mhz must be installed and registered with the Bermuda Department Marine & Ports Services (<http://www.seaexpress.bm/>).

Note 7 - This refers to the manufacturer’s software revision service bulletins and the regular updating of the navigation database on the aircraft. (If applicable to aircraft type).