

New Signature Format for Certificates, Approvals and other Documents

1. INTRODUCTION

- 1.1. BCAA will be changing the way in which it produces, signs and distributes Certificates, Approvals and other documents which were previously provided in hardcopy with handwritten signatures.
- 1.2. In accordance with AN(OT)O requirements BCAA issues signed documents to owners, operators and approval holders in recognition of compliance to those various requirements and to acknowledge approval.
- 1.3. Requirements for the carriage of some of these documents onboard are expressed in AN(OT)O Part 20 and OTAR Part 91.

2. BACKGROUND

- 2.1. BCAA has, to date, created paper 'originals' of the above referenced Certificates; these have included a handwritten signature and embossing or ink-stamping of the paper document.
- 2.2. With the current level of operating restrictions imposed on BCAA and its courier services by Bermuda and other worldwide governments, due to the COVID-19 response; BCAA will no longer be able to consistently or reliably produce and provide hard copy documents.
- 2.3. BCAA had intended to move away from the use of hardcopy and handwritten signatures in 2021, however current events have accelerated this change.

3. INFORMATION

- 3.1. The content and layout of the BCAA Certificates, Approvals and other documents will remain unchanged.
- 3.2. BCAA will be transitioning to digitally signed, electronic versions of these documents from 1st April 2020.
- 3.3. Under this new system, the electronically signed digital document, containing the digital ID certificate, will be the original document.
- 3.4. Signatures will be displayed with the following content;
 - 3.4.1. A handwriting signature image within the digital certificate
 - 3.4.2. BCAA stamp impression image within the digital certificate
 - 3.4.3. A digitally recorded authorisation of the signature, digital identifier of the person signing and the time and date of the signature.
- 3.5. A digital copy will be retained in BCAA's secure records system for audit and signature verification purposes.

4. INSTRUCTION

4.1. In order to satisfy the requirement for carriage of an original certificate, these digital copies may be carried in any approved EFB or any other digital media carrier, capable of presenting the document in .pdf format, held or carried onboard the aircraft for the proposed flight.