

Notice No.

GENN - 04-20

Date:

01 August 2020

Certificates & Documents in Digital Format



1. INTRODUCTION

1.1 BCAA has recently changed the format in which it presents these documents and provides the following to assist owners and operators, in transition to the carriage of digitally certified, electronic aircraft documents.

2. BACKGROUND

2.1 In accordance with the Air Navigation (Overseas Territories) Order (AN(OT)O) and related requirements, BCAA issues signed documents to owners, operators and approval holders, in recognition of their compliance to its requirements and to acknowledge approval. The majority of these documents and certificates are issued in digitally signed, electronic document format.

2.2 An operator or owner is responsible for the carriage of those documents required under AN(OT)O Part 20 and OTAR Parts 91,121,125, and 135. The AN(OT)O does not specify the format of these documents. For those aircraft required to be carried onboard, BCAA transitioned to digitally signed, electronic versions of the following certificates, from 1st April 2020:

- Certificate of Registration
- Certificate of Airworthiness
- Noise Certificate
- Special Flight Permit

3. DOCUMENT SECURITY AND AUTHENTICATION

3.1 BCAA's implementation of digital signatures ensures the electronic representation of the documents and certificates signed by our team, are more verifiably secure than the previous paper versions.

3.2 BCAA electronic documents are presented in .pdf format.

3.3 BCAA utilises encrypted digital signatures, to certify the electronic documents it distributes.

3.4 The visible elements of digital signatures include the following content:

1. A handwriting signature image.
2. BCAA stamp impression image.

3. Digital identifier of the person signing.
4. The time and date the signature was applied.

3.5 BCAA uses third party authentication from a trusted source to validate digital documents and support the authenticity of their certification. Authentication may be confirmed in the following manner:

1. Document certification and confirmation that no changes have occurred are verifiable in an Adobe .pdf reader application, through the documents signature panel.
2. Signature authentication is verifiable through a trusted third-party authentication certificate provider, Globalsign. Certificate status can be confirmed by right clicking on the signature within the document.
3. A copy of the originally transmitted certificate in .pdf format will be retained in BCAA’s secure aircraft records system, for records and audit purpose.

3.6 BCAA distributes certificates using the registered and encrypted RPost email system. Details of the security of this service are available at; <https://www.rmail.com/features/email-encryption/>.

3.7 Under this secure system, the digitally certified and authenticated documents distributed by BCAA to the owner or operator via encrypted and registered mail are considered the original document, for the purposes of compliance to the AN(OT)O and relevant OTAR Parts.

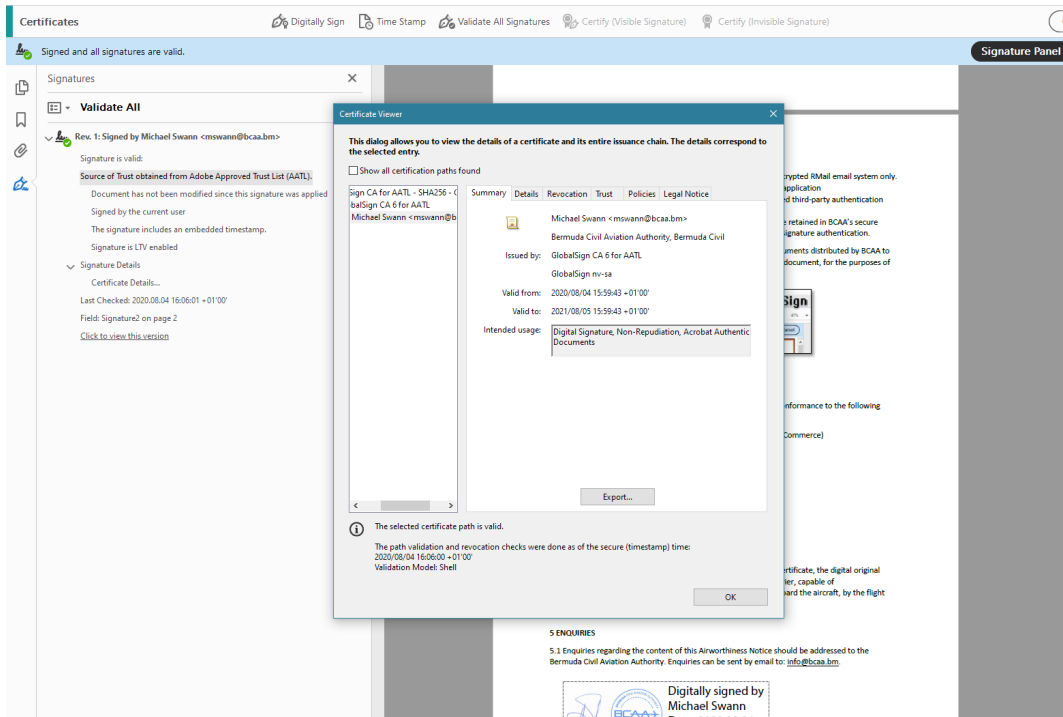


Image: Example of Signature Validation and Certificate Authentication

4. CONFORMITY TO INTERNATIONAL STANDARDS

4.1 Digital signature and certificate security of this type supports conformance to the following international standards:

- US ESIGN Act (Electronic Signatures in Global and National Commerce)
- FDA CFR 21 Part 11
- US UETA (Uniform Electronic Transactions Act)
- US State Professional Engineering (PE) Seals
- UN Model Electronic Signature Law
- Sarbanes-Oxley (SOX)
- eIDAS (advanced & qualified e-signatures, eSeals)
- HIPAA

5. ENQUIRIES

5.1 Enquiries regarding the content of this Regulatory Notice should be addressed to the Bermuda Civil Aviation Authority. Enquiries can be sent by email to: info@bcaa.bm.

Thomas Dunstan
Director General