

## CHANGE OF OPERATOR / REGISTERED OWNER REQUIREMENTS

The Bermuda Civil Aviation Authority (BCAA) must be notified of a change of aircraft Operator or Registered Owner, because this will affect the information shown on the aircraft register, approvals, certificates, LOAs, and systems.

In order to minimise delays to the operation of the aircraft, advance notice of a change is required to allow sufficient time for BCAA staff to review the relevant documentation and issue the necessary certificates and approvals to the new aircraft Operator or Registered Owner. Before any change will be processed, all outstanding invoices are to be paid in full.

Please find outlined below the certificates/documents/approvals which may be affected for each type of change of aircraft details.

Certificate or Document Title	Change of Registered Owner	Change of Operator	Form to be submitted (if required)	Reference	Notes
<b>REGISTRATION</b>					
<b>Certificate of Registration</b>	YES	NO	<a href="#">FORM 100(B)</a>	<a href="#">AN(OT)O 2013</a>	Certified copies of Certificate of Incorporation, list of Directors and Officers of company, Bill of sale/aircraft lease agreement are required if ownership has changed.

Certificate or Document Title	Change of Registered Owner	Change of Operator	Form to be submitted (if required)	Reference	Notes
<b>AIRWORTHINESS</b>					
Certificate of Airworthiness	NO	NO	N/A	<a href="#">OTAR 21.171 Subpart E</a>	-
Noise Certificate	NO	NO	N/A	<a href="#">OTAR 36.23</a>	-
Aircraft Maintenance Programme & Approval Certificate	NO	YES	<a href="#">AW285 &amp; AW287</a>	<a href="#">OTAR 39.61, 63 and 65</a>	The reliability programme may need to be revised with a change to the Operator and or operating environment.
Mode S Code	NO	NO	N/A	-	E-mail request to the BCAA Principle Airworthiness Inspector
ELT Registration (Aircraft & Liferaft)	NO	YES	N/A	-	ELT's should be registered using the Dept of Marine & Ports Services online application <a href="http://www.rcbermuda.bm/">http://www.rcbermuda.bm/</a>
SELCAL	NO	YES	Issued by ASRI	-	SELCAL codes should be requested using the ASRI online application <a href="https://www.asri.aero/forms-documents/selcal-application-form/">https://www.asri.aero/forms-documents/selcal-application-form/</a>
Radio Licence	YES	YES	<a href="#">Issued by RAB</a>	-	May need to be revised dependent on whether the licence is registered in the name of the Owner or the Operator. <a href="https://www.ra.bm/">https://www.ra.bm/</a>
Airworthiness Contact	YES	YES	N/A	<a href="#">OTAR 39.53(b)</a>	E-mail notification to the BCAA Principle Airworthiness Inspector.
CAMO Contract	NO	YES	N/A	<a href="#">OTAR 39.53(a)</a>	A copy of the contract between the CAMO and the new Owner / Operator should be provided to the BCAA Principle Airworthiness Inspector.
MCM / CAMO supplement	NO	YES	<a href="#">AW282 or Supplement Template</a>	<a href="#">OTAR 39.59</a>	It should be revised to reflect the new CAMO Management contract.
AMO Contract	NO	YES	N/A	<a href="#">OTAR 39.57</a>	A copy of the contract between the AMO and the new Operator / CAMO should be provided to the BCAA Principle Airworthiness Inspector.
Maintenance records & data	NO	YES	N/A	<a href="#">OTAR 39.77</a>	Maintenance records and access to maintenance data should be transferred to the new operator / CAMO
Technical log system	NO	YES	N/A	<a href="#">OTAR 39.79</a>	The technical log system should reflect the new Operator.
Fireproof Identification Plate	YES	YES	N/A	<a href="#">OTAR 47.117</a>	When the identification plate includes the name of the Owner / Operator, then this should be changed to reflect the new details.

Certificate or Document Title	Change of Registered Owner	Change of Operator	Form to be submitted (if required)	Reference	Notes
<b>FLIGHT OPERATIONS</b>					
<b>Change of Operator Name</b>	NO	YES	Form 9053	-	E-mail <a href="mailto:flightops@bcaa.bm">flightops@bcaa.bm</a> for the 9053 form
<b>Required Aircraft Equipment</b>	NO	YES	Form 9017a	<a href="#">OTAR 125 Subpart F</a>	E-mail <a href="mailto:flightops@bcaa.bm">flightops@bcaa.bm</a> for 9017a form
<b>NCC Aircraft Operator Approval (Article 134)</b>	NO	YES	<a href="#">Form 9019</a>	<a href="#">AN(OT)O 2013 Articles 132, 133, 134</a> <a href="#">OTAR 125 Appendix A.</a>	<a href="#">NCC Approval FAQs</a> and <a href="#">Initial Guidance For New Operators On The Bermuda Register</a> available for review on <a href="http://www.bcaa.bm">www.bcaa.bm</a> . Submit the 9019 Form via <a href="https://airs.bcaa.bm/">https://airs.bcaa.bm/</a>
<b>Minimum Equipment List (MEL)</b>	NO	YES	<a href="#">Form 9006</a>	<a href="#">AN(OT)O 2013 Article 37</a> <a href="#">OTAR 125.615</a>	Review BCAA's MEL Policies and Procedure Manual available on: <a href="https://www.bcaa.bm/private-ncc-operations">https://www.bcaa.bm/private-ncc-operations</a> Submit MEL 9006 Form and supporting documentation via e-mail to <a href="mailto:flightops@bcaa.bm">flightops@bcaa.bm</a>
<b>Airspace Approval</b>	YES	YES	<a href="#">Form 9531</a>	<a href="#">AN(OT)O Article 89, 91 &amp; 92</a>	Comprehensive instructions provided on the 9531 Form which can be found on <a href="https://airs.bcaa.bm/">https://airs.bcaa.bm/</a> E-mail: <a href="mailto:flightops@bcaa.bm">flightops@bcaa.bm</a> for further clarifications
<b>Licence Validation</b>	NO	YES	<a href="#">Form 9511</a>	<a href="#">AN(OT)O Article 57</a> <a href="#">OTAR 61.15</a>	Existing flight crew members transferred to the new Operator will need to have their licences/certificates reviewed by the BCAA. E-mail: <a href="mailto:licencing@bcaa.bm">licencing@bcaa.bm</a> for additional information.
<b>FINANCE</b>	YES	YES	<a href="#">Finance Form</a>	<a href="#">Fee Schedules</a>	Applicable to a new operator or if for an existing operator, banking details have changed.

#### Notes for consideration:

1. The C of A inspection frequency may change from 24 months to 12 months with a transfer to a new Operator depending on the OTAR 125 risk assessment process.
2. The Operational Equipment should be reassessed with a transfer to a new Operator if the type of operation changes.
3. Any specific approvals desired by the Operator such as but not limited to EFB, EVS, All-Weather Operations, Steep Approach must be applied separately.