

RECOMMENDATION FOR THE RENEWAL 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:</p> <p>Serial No.:</p> <p>Aircraft Make and Model:</p> <p>Year of Manufacture: MTOW (kg):</p> <p>Certificate of Airworthiness Category: Private Commercial Cargo</p> <p>Current CofA Expiry Date:</p> <p>Total Flight Hours / Cycles: Hours Cycles</p> <p>Hours/Cycles since last CofA: Hours Cycles</p> <p>Dated:</p>
2	<p style="text-align: right;">Aircraft Engine Propeller</p> <p>Aircraft, Engine and Propeller Type Certificate Data Sheet (TCDS) and Type Acceptance Certificate (TAC) References (See Note 1)</p> <p>TCDS Reference:</p> <p>TCDS Issuing Authority:</p> <p>TAC Reference:</p>
3	<p>Aircraft Operator Information</p> <p>Please provide the street address (Not PO Box address)</p> <p>Name of aircraft operator:</p> <p>Address:</p>
4	<p>Technical Co-ordinator or Post Holder (As described in OTAR 39.51)</p> <p>Name:</p> <p>Organisation:</p> <p>Telephone No.: Fax No.:</p> <p>email:</p>

5	CAMO Details	Name of CAMO: BCAA Approval Reference: Date Approval Expires: Address: Telephone No.: Fax No.: E-mail:
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	Contracted Line and/or Base Maintenance Organisation(s)	Name: BCAA approval no.: Name: BCAA approval no.: Name: BCAA approval no.:

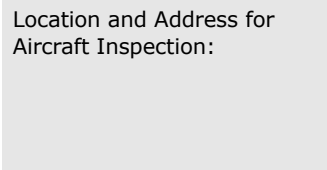
CONTNUED AIRWORTHINESS

10	BCAA Approved Maintenance Programme.	Maintenance Programme Reference: Bermuda Approval Reference: Revision Number: Date:
11	Have applicable Engine, Airframe, APU and Variable Pitch Propeller Log Books been raised in a format acceptable to the BCAA and are records up to date?	Yes No Comments:

12	Are the Airworthiness Directives in compliance with OTAR 39.67? State latest Biweekly's complied with. Attach complete Airworthiness Directive status list*	Yes	No	Airframe	Engines	Appliances
		FAA: Transport Canada: EASA: Report Reference:				
13	Are life limited parts within Manufacturer's limits?	Yes	No	Comments:		
14	Aircraft Flight Manual	Flight Manual Reference: Revision Number: Date: Is the Flight Manual the latest revision? Yes No Comments:				
15	List the scheduled inspections accomplished since the date of issue of the last C of A and those due in the next 12 months Attach full status of compliance to the maintenance programme*	Accomplished Last 12 Months			Due Next 12 Months	
		Type (e.g. C Check	Frequency (Hrs/Cyc)	Date Performed	Type (e.g. C Check	Frequency (Hrs/Cyc) Due Date
		Report Reference:				
16	List all Major Modifications, Major Repairs and any Significant Replacements accomplished on the aircraft since the date of issue of the last C of A (See Note 3)	Date Accomplished	Approved Data Reference	Description		
		(Continue on a separate sheet if necessary and attach with this application)				
17	Weight and Balance	Date of last weighing:				
18	Last compass swing calibration	Date:				
19	Aircraft software control process in place & databases to latest version? (See Note 3)	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 records and publications at the time of the inspection. The aircraft must be in the following condition for the inspection:

- 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. The list of Type Acceptance Certificate (TAC) references can be found on the [BCAA website](#).

Note 2 - 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. **Significant Replacements** are typically aircraft engines, propellers, wings, fuselage, landing gears, helicopter power drives etc. This excludes routine items, such as wheel changes.

Note 3 - 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)