

## **CERTIFICATE OF AIRWORTHINESS – EXTENSION AND AMENDMENT**

### **1.0 PURPOSE**

- 1.1** This Advisory Circular (AC) is issued to provide information about the requirements of extension and amendment of a valid certificate of airworthiness and to give guidance on the procedure to apply for the certificate in compliance with the Regulations.

### **2.0 REFERENCES**

- 2.1** Regulations 12(2) of the Civil Aviation (Airworthiness) Regulations, 2018.  
**2.2** Regulations 10 of the Civil Aviation (Airworthiness) Regulations, 2018

### **3.0 GUIDANCE AND PROCEDURES**

#### **3.1 Application for C of A Extension**

- 3.1.1** An application for extension of a Certificate of Airworthiness should be submitted to the Authority at least 14 days prior to the expiry of the certificate describing the reason for applying extension using the Authority online application platform.
- 3.1.2** The application for extension should be made by the registered owner, representative or an agent who has an Authorization letter from the registered owner.

#### **3.2 C of A Extension Pre-Requisites**

- 3.2.1** The aircraft continued airworthiness depends upon:
- 3.2.1.1** the aircraft being maintained in accordance and in compliance with the aircraft maintenance program approved by the Authority;

- 3.2.1.2 the aircraft being in compliance with all applicable state of manufacture mandatory modifications, inspections and airworthiness directives; and
- 3.2.1.3 the aircraft being operated within the performance and operating limitations of its approved Aircraft Flight Manual, and in compliance with The Civil Aviation Regulations.

### **3.3 C of A Extension Application and Documents Evaluation**

- 3.3.1 The applicant is required to submit the following documents for evaluation:
  - 3.3.1.1 Risk assessment report for aircraft if not available for inspection.
  - 3.3.1.2 The aircraft current Airworthiness Directives (AD) status report.
  - 3.3.1.3 A statement of compliance with the manufacturers service bulletins.
  - 3.3.1.4 Aircraft previous twelve (12) months maintenance review report.
  - 3.3.1.5 Life components status report.
  - 3.3.1.6 Copy of the current certificate of release to service.
  - 3.3.1.7 Valid certificate of Insurance

- 3.3.2 The Authority will carry out an evaluation on the application.

### **3.4 Extension of the C of A**

- 3.4.1 When the Authority is satisfied that all the applicable regulatory requirements have been complied with, the Certificate of Airworthiness will be extended for period not exceeding 90 days.

## **4.0 CERTIFICATE OF AIRWORTHINESS AMENDMENT**

- 4.1.1 An application for amendment of a Certificate of Airworthiness should be submitted to the Authority at least 14 days prior to the expiry of the certificate describing the reason for applying amendment.
- 4.1.2 The Authority may also initiate C of A amendment amend where safety, regulatory, or administrative reasons so require.
- 4.1.3 An applicant may apply for amendment due to, but not limited to, the following:
  - 4.1.3.1 Change of aircraft registration marks;
  - 4.1.3.2 Change of aircraft category or operational classification;
  - 4.1.3.3 Incorporation of major modification or Supplemental Type Certificate (STC);
  - 4.1.3.4 Change in aircraft type or Model details or configuration affecting certification basis;
  - 4.1.3.5 Correction of clerical or administrative errors;
  - 4.1.3.6 Regulatory changes affecting the certification basis.

## **4.2 Application for Amendment**

- 4.2.1 Where initiated by the owner or operator, the application shall be submitted in writing using Form AC-AWS002A and accompanied by:
- 4.2.1.1 The original Certificate of Airworthiness;
  - 4.2.1.2 Supporting technical documentation justifying the amendment (e.g., approved modification data, STC approval, revised weight and balance report, revised flight manual supplements where applicable);
  - 4.2.1.3 Evidence of continued conformity with the approved type design

## **4.3 Technical Evaluation**

- 4.3.1 Upon receipt of the application, the Authority shall conduct a technical evaluation to ensure:
- 4.3.1.1 Supporting documentation is complete and compliant with applicable regulatory requirements.
  - 4.3.1.2 Continued airworthiness and conformity to approved type design data are maintained.
  - 4.3.1.3 All mandatory continuing airworthiness requirements remain satisfied.
- 4.3.2 Where necessary, an aircraft inspection shall be conducted to verify the changes requested.

## **4.4 Approval and Re-issuance**

- 4.4.1 Where the Authority is satisfied that the proposed amendment does not adversely affect the airworthiness of the aircraft, an amended Certificate of Airworthiness shall be issued.
- 4.4.2 The amended certificate shall supersede the previous certificate. The previous Certificate of Airworthiness shall be cancelled and retained in the aircraft file



**Civil Aviation Authority**