



NIGERIA CIVIL AVIATION AUTHORITY

Advisory Circular

NCAA-AC-AWS002

10TH APRIL 2023

ISSUE OF A CERTIFICATE OF AIRWORTHINESS

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide information and guidance to operators on how to apply for issue of a Certificate of Airworthiness in accordance with the requirements of the Civil Aviation Regulations.

2.0 REFERENCES

Regulation [5.4.1.4](#) of the Nigeria Civil Aviation Regulations:

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 The certificates of airworthiness issued under Regulation [4.1.5 of Part 5](#) of the Nigeria Civil Aviation Regulations are classified as:

- a) Certificate of Airworthiness (C of A);
- b) Restricted Certificate of Airworthiness;
- c) Special Flight Permit; and
- d) Export Certificate of Airworthiness

3.2 Pre-Requisite to Qualify for C of A Issue

3.2.1 Aircraft should be on the Nigeria civil aircraft register – [Part 5](#) of the Nigeria Civil Aviation Regulations

3.2.2 Aircraft must be of a type certificate acceptable to the Authority – [Part 5](#) of the Nigeria Civil Aviation Regulations

3.3 Aircraft Type Certificate Compliance Requirements

3.3.1.1 The Authority may accept an aircraft type certificate or equivalent document issued by a contracting state of design in respect of an aircraft or component provided that:

Referenced to Nigeria Regulations

- a) The type certificate or equivalent document was issued on or based on an airworthiness code recognized by the authority.
 - b) The design, materials, construction, equipment, evaluation against a recognized airworthiness code has been carried out by the authority and has been found to:
 - (i) meet the required standards of the recognized airworthiness code; or
 - (ii) have complied with any recommendations required by the Authority.
- 3.3.2 The recognized airworthiness code – Means standards relating to the design, materials, construction, equipment, performance and maintenance planning of aircraft or aircraft components issued by the state of design that are acceptable to the Authority.
- 3.3.3 To enable effective aircraft safety oversight the Authority requires:
- a) Aircraft technical documents and literature (e.g. flight manual, maintenance manuals etc) published in English;
 - b) Provision to timely mail to the authority and the operator the current amendments of all relevant aircraft technical and operation literature;
 - c) The aircraft equipment, instruments indication markings and placards to be in English and Arabic numerals; and
 - d) The aircraft type design to incorporate the minimum recommended emergency features (e.g. emergency windows), and emergency equipment with clear operating instructions in English.
- 3.3.4 An aircraft that does not satisfy the Type Certificate requirements is classified non-compliant and therefore cannot be issued with a Nigeria Certificate of Airworthiness.

3.4 Application for a Certificate of Airworthiness

- 3.4.1 The owner of an aircraft registered in Nigeria or agent of the owner may apply to the Authority for issue of a certificate of airworthiness for that aircraft, the application for a certificate of airworthiness shall be made on Form: AC-AWS 002A (Appendix 1).
- 3.4.2 In addition to the application form, the applicant is required to submit to the Authority the following documents(dated and certified) for the pre-issue evaluation:
- a) Copy of the aircraft Certificate of Registration
 - b) Copy of the previous C of A or of the Export C of A.
 - c) Aircraft Flight Manual or Pilot Hand-Book.
 - d) The aircraft Airworthiness Directives status report.
 - e) A statement of compliance with the authority requirements and manufactures service bulletins.
 - f) Aircraft previous twelve (12) months maintenance review report.
 - g) Liferated components status report.
 - h) Current Weight and Balance schedule report.
 - i) Copy of Latest major scheduled maintenance certificate release to service, and inspection summary.
 - j) Copy of the current certificate of release to service if different from (i) above.
 - k) Record of the aircraft equipment and systems installations. Form: AC-AWS 002C
 - l) Copy of the current aircraft Radio Station licence.
 - m) Copy of the current stand-by compass swing schedule report.
 - n) Aircraft certificate of insurance.
 - o) Copy of the C of A test flight schedule report (as may be required).
 - p) Approved aircraft maintenance program
 - q) Maintenance agreement with AMO that will maintain the aircraft (if applicable).
 - r) Proof of payment of the C of A issue prescribed fee.

Note: The major components (e.g. engines, propellers, APU's, landing gears) status report should indicate the time to the next shop visit or overhaul, hours and cycles since new, the time between overhaul, as applicable.

3.4.3 The Authority shall carry out an in depth document evaluation to verify that they are authentic, relate to the aircraft, genuine, and are valid as applicable.

3.5 Other Documents that are be Required:

3.5.1 A copy of the Type Certificate and or the Type Certificate data sheets or acceptable equivalent documents;

3.5.2 A copy each of the manufacturer's maintenance, overhaul, wiring, repair manuals and illustrated parts catalogues;

3.5.3 A complete set of all manufacturer's service bulletins or equivalent documents issued in respect of the aircraft;

3.5.4 A complete set of wiring diagrams covering all electrical and radio installations;

3.5.5 A copy of the minimum equipment list (MEL) and the current master minimum equipment list (MMEL) as applicable;

3.5.6 Copy of the aircraft approved maintenance schedule or program; and

3.5.7 Log-Books for the aircraft, engines, propellers and the technical-log as are applicable for the relevant aircraft.

3.6 C of A Flight Test Requirements

3.6.1 The airworthiness flight tests must be carried out by pilots and crew approved for the purpose and in accordance with a flight test schedule acceptable to the Authority.

3.6.2 Except where the Authority requires additional crew to be carried for a particular airworthiness flight test, the number of persons conducting the test should be confined to the crew specified in the Flight manual.

3.7 Aircraft Inspection for C of A issue

3.7.1 After successful documents evaluation it is required to facilitate and to make arrangements for the Authority inspectors to carry out the aircraft inspection for C of A issuance.

3.7.2 The aircraft should be located and available, at a time and place acceptable to the Authority, for such checks and inspections required by the Authority;

3.7.3 Such checks and inspections will include physical components installation verification, emergency equipment (location, validity, ease of access and legibility of operating instructions), compliance with the Markings and Placards requirements and the general aircraft condition.

3.7.4 It will also be required to present for inspection the aircraft Flight Manual, Minimum Equipment List, the aircraft technical records and the Log-Books as applicable.

Referenced to Nigeria Regulations

- 3.7.5 It is required to present at this inspection all the aircraft current and past technical records to verify its operational and maintenance life history.

Note: It is required to rectify all out standing defects, comply with all due mandatory inspections, modifications and replacement requirements at the C of A issue.

3.8 Issue of a Certificate of Airworthiness

When the Authority is satisfied that all the applicable regulatory requirements have been complied with and the required issue fee has been paid, the Certificate of Airworthiness will be issued.

3.9 Period of Validity of a Certificate of Airworthiness

- 3.9.1 A certificate of airworthiness validity is normally twelve months. However, a shorter period may be specified by the Authority.
- 3.9.2 A certificate of airworthiness shall cease to be in force at the expiry date as indicated there on and/or when:
- a) The aircraft or such of its equipment as is necessary for the airworthiness of the aircraft is maintained, overhauled, repaired or modified or if any part of the aircraft or such equipment is removed or if any part of the aircraft is replaced, otherwise than in a manner and with material of a type approved by the Authority.
 - b) The aircraft or any of its equipment is not maintained as required by the maintenance programme or schedule approved by the Authority.
 - c) An inspection or modification classified as mandatory by Authority, state of design/manufacture applicable to the aircraft or of any such equipment has not, been completed as required.
 - d) The aircraft or any such equipment as required for safe operation has sustained damage.

Note: The Authority can amend, extend, suspend, revoke or terminate the C of A

3.10 Other General Requirements at the issue of a C of A

- 3.10.1 **Revision of Manuals** – The applicant is required to make the necessary arrangements with aircraft and engine manufacturers to send amendments and revisions that may be issued from time to time to the Authority to up date the manuals and service information submitted.
- 3.10.2 **Training Requirements** – For a new aircraft type on the Nigeria Aircraft Civil Register, the operator shall be required to provide training to Authority’s inspectors on the type
- a) The number of inspectors to be trained will depend on the size and complexity of the aircraft. This will include inspectors from Airworthiness (mechanical and avionics) and Flight Operations.
 - b) For a series type of an aircraft, a refresher or difference course may be required to keep abreast to the technological advancement or differences.

APPENDIX 1

Form: AC-AWS002A

APPLICATION FOR ISSUE / RENEWAL OF A CERTIFICATE AIRWORTHINESS		INSTRUCTIONS - Print or type. Submit original only to the Authority. If additional space is required use an attachment.						
I. AIRCRAFT DESCRIPTION	1. NAME OF AIRCRAFT OWNER		2. ADDRESS OF OWNER					
	3. NATIONALITY		4. NAME AND ADDRESS OF OPERATOR					
	5. MANUFACTURER		6. YEAR OF MANUFACTURE					
	7. STATE OF DESIGN		8. REGISTRATION MARKS					
	9. DESCRIPTION OF AIRCRAFT:	(a) New or Used	(b) Type	(c) Series				
		(d) Manufacturer's Serial Number	(e) Type of Engine	(f) Number of Engines fitted				
		(g) Type of Propeller (where applicable):	(h) Seating accommodation (including crew):	(i) Avionics installed: (attach equipment Form)				
10. MAXIMUM TAKE-OFF MASS OF AIRCRAFT		11. Noise Certification meets appropriate Provisions of AIW CARs Yes NO (attach certificate)						
II. PARTICULARS OF THE C OF A	12. DETAILS OF CURRENT CERTIFICATE OF AIRWORTHINESS		(a) State of Origin of Certificate		(b) Number of the Certificate			
			(c) Type of Certificate (Normal or export)		(d) Date of Issue of Certificate			
	13. DETAILS OF CERTIFICATE APPLIED FOR		(a) Commercial Air Transport (passengers)		(b) Commercial Air Transport (Cargo)		(c) Aerial work	
			(d) General Aviation		(f) Special Operations (specify)			
	14. Renewal Only: Hours flown since C of A issue or last renewal : _____ hours flying							
15. NAME AND ADDRESS OF APPROVED ORGANIZATION/LICENSED AIRCRAFT MAINTENANCE PERSONNEL WITH WHOM AIRCRAFT IS AVAILABLE FOR INSPECTION								
III.	I hereby declare that the particulars entered on this application and its appendices are accurate in every respect and the aircraft mentioned above complies with all Regulatory Requirements for ISSUE / RENEWAL a Certificate of Airworthiness							
	NAME OF COMPANY REPRESENTATIVE:		SIGNATURE:			DATE:		

Aircraft Equipment and System Installation Form NCAA-AWS-012B and the Aircraft C of A Issue / Renewal Report Form NCAA-AWS-013A Should be Filled and Submitted with this Application Form

**THE CERTIFICATE OF AIRWORTHINESS
ISSUE / RENEWAL AIRCRAFT STATUS REPORT**

Aircraft Registration		Report Date	
Aircraft Type	Constructors No	Date of Manufacture	
Category Required of Airworthiness Certificate		Present Expiry Date of Airworthiness Certificate	
Aircraft Total Time	Landings	at Date	
Hours Flown since last renewal of Airworthiness Certificate	Aircraft last weighed on date	Mass/ C.G. Schedule dated	
Compass Swing carried out on		Check Swing carried out on	
Details of Significant Repairs, Defects, and Modifications since Manufacture / last Renewal of Airworthiness Certificate (use additional pages if required): <hr/> <hr/> <hr/> <hr/>			
The aircraft/Engine(s)/Propeller(s) and associated Equipment have been checked for compliance with all Approved Scheduled Maintenance Mandatory Service Bulletins, Airworthiness Directives Maintenance activities that required pre-certification test flight: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____			
Note: Insert N/A wherever any item is not applicable.			
Form: AC-AWS-002B			

Engine Particulars

Engine Make/Type
Model TBO

Engine Position	Time/Cycles Since New	Time /Cycles Since O-haul	Time/Cycles Remaining

Propellers Particulars

Propeller Make/Type
Model No. TBO

Prop. Position	Time Since New	Time Since O-haul	Time Remaining

APU Particulars

APU Make/Type
Model No. TBO

APU Position	Time Since New	Time Since O-haul	Time Remaining

APPENDIX 2 - Cont

AUTHORISED PERSON CERTIFICATION

I hereby certify that all Inspections and Work necessary to ensure the continued airworthiness of this aircraft have been carried out, recorded and certified and the aircraft is in an airworthy condition and fit for Issue / Renewal of the Certificate of Airworthiness.

Due regard has been taken of the age, condition, utilisation and/or storage conditions; Compliance with the Approved Maintenance Schedule; Manufacturers' Service bulletins or equivalent; Prescribed periods between Overhaul, Test or Calibration; Work previously certified in the relevant records; Mandatory Requirements and the applicable Legislation.

Name: _____ Signature: _____ Date: _____

Authority No: _____

FOR NCAA USE ONLY	
Comments on Engineer's report _____	

Report assessed by: _____	Date _____
Flight Test assessed by: _____	Date _____
The Aircraft has been maintained by _____	
Approved Maintenance Schedule Reference _____	Revision No _____

Form: AC-AWS-002B