

FIJI AERONAUTICAL INFORMATION CIRCULAR



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APPLICATIONS FOR THE CERTIFICATION OF AIRCRAFT AND MODIFICATIONS

PURPOSE: To assist applicants to provide the correct information when making application for certification of an aircraft or modification.

REFERENCE: BCAR section A, chapters A2-2, A2-4, A2-5, A8-1, A8-8, A8-9
BCAR section B, B2-2, B2-4 and B2-5
Air Navigation Regulations CAP 174
CAAFI Scheme of Charges
CAA Airworthiness Notice No. 16, 18, 37
Fiji Aeronautical Information Circular 4/98

1. INTRODUCTION

To assist owners and operators of aircraft to obtain approval for new aircraft types, new variants and modifications, this aeronautical information circular summarises the procedures and necessary actions, and provides guidance on the information to be submitted to the CAAFI.

The approval of an aircraft or major modification is granted by means of an Airworthiness Approval Note (AAN) issued by the CAAFI. Section 2 of this circular explains the purpose of the AAN; section 3 describes the procedures, and section 4 summarises its contents.

2. PURPOSE OF AN AIRWORTHINESS APPROVAL NOTE

The AAN serves two distinct purposes:

- a) It is the record that identifies the aircraft type, modification etc. which is the subject of the required approval, and defines the basis upon which the CAAFI has granted approval of the certification standard.

- b] It is used as an instruction to the CAAFI airworthiness staff against which they can verify that the subject aircraft is to an appropriate build standard and/or has the necessary modifications or installations to qualify for certification in accordance with the AAN.

3 PROCEDURES

- 3.1 The application form is received by the CAAFI together with the appropriate fee. CAAFI Form 104 is used for the initial certification of all aircraft whether or not previously approved by the CAAFI. (For information relating to certification of new aircraft types or variants see BCAR Chapters A2-2, A2-4, B2-2 and B2-4). CAAFI Form 143 is used for a **Major** Modification. (For information on the classification of modifications and the procedures for Minor Modifications, see BCAR Chapter A2-5 and B2-5).
- 3.2 The form is checked for completeness. It will be returned if the information is insufficient or the incorrect fee has been sent. (See the CAAFI scheme of charges).
- 3.3 An Airworthiness Approval Note (AAN) number is allocated and the CAAFI-Authorised Person responsible nominated.
- 3.4 When the information provided by the applicant has been reviewed within the CAAFI, the Authorised Person responsible will prepare a working draft AAN based on the information provided by the applicant (See 4 below). When satisfied with all aspects, the Authorised Person responsible signs the working draft and allocates it to the assigned Airworthiness Officer.

Note: In some cases, in order to expedite the approval, it may be desirable for the person responsible to furnish a draft AAN before some aspects of the approval have been completed to his satisfaction. (The completion of the CAAFI approval of a Flight Manual is sometimes such an example). This is acceptable provided the incomplete aspects are clearly notified to the CAAFI either by a covering letter or by a specific note added to the working draft. In this case the assigned Airworthiness Officer must not sign the AAN until the Authorised Person responsible has confirmed that the outstanding items are completed.

- 3.5 The assigned Airworthiness Officer will inspect the aircraft against the standard defined in the AAN. When satisfied with the general condition of the aircraft/modification/installation and having confirmed conformity with the design standard, the AAN will be signed. This completes the approval process and a copy of the working draft AAN may be provided to the applicant if requested.

- 3.6 As the final administrative procedure, this signed working draft AAN is returned to the CAAFI headquarters for final issue and distribution, including a copy to the applicant.

4. INFORMATION REQUIRED FOR AIRWORTHINESS APPROVAL NOTE

The following lists the standard paragraphs of an AAN together with a summary of the nature of the information to be provided under each heading.

4.1 Introduction

The introduction provides a brief statement of the objectives of the AAN, a simple summary of the subject and the certification basis for the approval.

Reference to any previous approval or investigation will be made where these are relevant. Detailed histories of second-hand aircraft will not normally be included.

4.2 Build Standard/Modification Description

The purpose of this section is to define the build (design) standard of the aircraft or modifications, by reference to relevant documentation or by differences from previously certificated aircraft or modifications. This will depend on the AAN subject and may include, where relevant: -

- a) Reference to the Type Certificate Data Sheet (TCDS), Supplement Type Certificate (STC) or modification number.
- b) Type Specification Document plus differences with respect to previous certified build standard where appropriate, or brief description of modification. The incorporation of acceptable variations such as STC's or previously approved modifications will be stated.
- c) References of supporting information (e.g. reports, manufacturer statements or letter of difference).
- d) The completed CAAFI Form 153 (Radio Installation). Unless there are significant new radio/navigation/avionics equipment associated with the application, no detailed listing need be made in the AAN.
- e) Drawing reference of interior configuration layouts, or previously accepted configurations. The submissions from the applicant as defined in the AAN should be sufficiently detailed to enable the assigned Airworthiness Officer to verify that the aircraft conforms.

Note: The issue numbers of all referenced documents must be stated where relevant.

4.3 Basis of certification or approval

- a) Certification code (e.g. relevant BCAR, JAR etc)
- b) Additional requirements/special conditions for imported foreign aircraft.
- c) Any other relevant regulations not covered by (a) or (b) (e.g. Airworthiness Notices, CAA specifications).

4.4 Compliance with the requirements

- a) Means of compliance/details of investigation. The means of compliance or alternative (e.g. equivalent safety case) with the relevant requirement (in 4.3 above) will be specified in each case. This will be established using the information provided by the applicant. Reference to advisory material (e.g. FAA Advisory Circulars, JAR ACJ) should be given where appropriate.
- b) Reference to the Certificate of Design (BCAR Chapter A2-5) for UK designed aircraft or modifications.
- c) A statement of compliance with relevant CAA Mandatory Modifications and Inspections, foreign ADs or CAA AADs will be provided.
- d) Precise details of deviations from requirements (concessions), with a brief reason for their acceptance. Any associated limiting dates or time in service should be specified. A summary listing of deviations is required in section (4.8).
- e) Documentation (e.g. reports, manuals, MMEL references where relevant) associated with the statement of compliance.

4.5 Flight Test

Reference to flight test report(s) where relevant. The Flight Report itself should contain all the information needed to establish the CAAFI acceptance.

4.6 Flight Manuals

Reference to the Flight Manual and all applicable supplements where relevant. The working draft AAN cannot be signed until any relevant Flight Manual or supplement has been approved or formally accepted by the CAAFI.

4.7 Noise

Reference to appropriate certificate where relevant.

4.8 Limitations/concessions

Any specific limitations and/or concessions which are conditional to the certification/approval concerned will be referenced in the AAN. It is not intended that limitations appearing in the relevant Flight Manual should be stated here. This section is intended to record such additional maintenance actions, flight limitations, etc. which need to be addressed in order to compensate for a partial non-compliance with some aspects of this AAN approval. Time limits for the completion of such items would usually be given.

All concessions and any conditions or limitations associated with them must be listed, with references to the requirements to be waived or relaxed.

4.9 Approval Statement

This approval statement will be a concise statement of fact, and whilst it will make specific reference to anything which constrains the approval, it should not introduce limitations or conditions that cannot be found in the main body of the AAN.

The approval statement should be as wide-ranging as possible and encompass anything that would be technically acceptable in the light of the particular investigation (e.g. inclusion of other marks or variants, eligibility for other certification categories etc).

4.10 Inspection Statement

The inspection statement will take the form: -

This aircraft/system/modification has been inspected and found to conform to the standards stated in this AAN.

Where there is clearly no requirement for, or benefit from, a physical inspection of the aircraft, this statement can be omitted (e.g. Flight Manual amendments reflecting weight changes).

5. RESPONSIBILITY OF APPLICANT

To ensure that the AAN can be completed by the CAAFI without delay, the applicant should submit the supporting information to enable the AAN to be completed by the CAAFI Authorised Person responsible.

The applicant should advise the CAAFI at the time the application is made, or very soon afterwards, of the proposed program and means of compliance with the applicable certification standards.

In many cases preliminary discussions between the applicant and the CAAFI Authorised Person responsible will be necessary to clarify the information required to complete certain parts of the AAN.

6. RAISING OF ADDENDUMS TO AN AAN

Where an applicant wishes to seek approval of a variation or extension of the design associated with an existing AAN, then this can be dealt with by raising an addendum to the original AAN. A re-issue of an existing AAN is only to be used to correct inaccurate information or serious editorial errors in the original issue.