



(To be completed and certified by, or on behalf of the applicant)

INSTRUCTIONS FOR THE COMPILATION OF THE REPORT

All information required for the report, must be extracted from the relevant documents at the time of application for C of A issue/renewal. It is important that a thorough and independent check on information is made at each application, in order to prevent possible errors being copied from previous reports.

Compliance with Airworthiness Directives - although an initial report requires a full record of Compliance to be submitted, subsequent reports need only a recheck for errors and alterations and then a statement of new and repetitive A.D.'s for each subject, for example: "Airframe Previous report reference ----- dated ----- rechecked and found to be still applicable except for the following: -" a list of changes and/or additional directives etc can then be provided. Note that all the repetitive A.D.'s still have to be included.

To ensure that the information submitted is fully comprehensive and is to acceptable standards, it is necessary that all applicable publications are used and that they are kept amended.

Guidance can be found on CAAF AW105E.

"Airframe Previous report reference ----- dated ----- rechecked and found to be still applicable except for the following: -" a list of changes and/or additional directives etc can then be provided. Note that all the repetitive A.D.'s still have to be included.

To ensure that the information submitted is fully comprehensive and is to acceptable standards, it is necessary that all applicable publications are used and that they are kept amended.

PART A: ESSENTIAL AIRWORTHINESS DATA

Registration:	Aircraft Type:
Constructor's Number (or Aircraft Serial Number)	
Report / File Ref	
The aircraft has been maintained by with Maintenance Schedule Ref Maintenance Schedule Last Review Date:	in accordance
The Maintenance Schedule amendment standard is: A. Amendment	B. Amendment
Dates and types of maintenance checks, other than minor, completed since last C of A renewal:	



**Civil Aviation Authority of Fiji**  
**Application – Certificate of Airworthiness**  
**Issue/Renewal (Report)**

Form  
**AW 101A**

Significant repairs, replacements, defects, modifications since C of A renewal (add extra pages if necessary):

Aircraft hours flown	a) since manufacture	as at
	b) since last C of A renewal	

Total number of landings (if applicable):

Date of last weighing:	Weight Schedule Ref:	Issue Number:
Date of last test flight:	Flight Test Schedule Ref:	Issue Number:

Flight Manual Ref:

Details of amendments incorporated:

Details of supplements incorporated:

The aircraft, engine, propeller and its equipment/ components has been checked for conformity with the following documents and where applicable, the relevant changes have been incorporated and recorded in this report:

Document:	Current Revision Status:
-----------	--------------------------

<b>State the State of Design</b> <b>Aircraft:</b> <b>Engine:</b> <b>Propeller:</b>	
<b>State of Design Airworthiness Directives other than UKCAA, EASA or FAA eg: DGAC France, DOT Canada, DAC Brazil, DGAC Spain, CAAC China etc. Refer ICAO Annex 8 Chapter 4 and CAP 747. (Attach copies of AD's)</b>	
UK CAA Mandatory Aircraft Modification and Inspection Summary – <b>CAP 476.</b>	
UK CAA Mandatory Requirements for Airworthiness – <b>CAP 747</b>	
UK CAA Civil Aircraft Airworthiness Information and Procedures – <b>CAP 562</b>	
FAA Airworthiness Directives ( <b>Bi-Weekly</b> ) <b>Small &amp; Large Aircraft</b> (as applicable).	
CAAF Standard Document – Airworthiness of Aircraft	
CAAF Standard Document 18 – Approval of Organisations Part ANR 145	



CAAF Airworthiness Notices	
<b>Aircraft</b> Specifications/Type Certificate Data Sheets as applicable from country of origin <b>(TCDS)</b> .	
<b>Engine</b> Specifications/Type Certificate Data Sheets as applicable from country of origin <b>(TCDS)</b> .	
<b>Propeller</b> Specifications/Type Certificate Data Sheets as applicable from country of origin <b>(TCDS)</b> .	

<b>DETAILS OF ENGINES, PROPELLERS ETC. AND RADIO EQUIPMENT FITTED AT THE TIME OF C OF A ISSUE/RENEWAL</b>				
	MAKE AND MODEL NUMBER	S/N	HRS SINCE NEW	HRS SINCE O/H
ENGINE NO 1				
ENGINE NO 2				
ENGINE NO 3				
ENGINE NO 4				
PROPELLER NO 1				
PROPELLER NO 2				
PROPELLER NO 3				
PROPELLER NO 4				
APU				
MAIN ROTOR BLADES				
MAIN GEAR BOX				
TAIL ROTOR BLADES				
TAIL ROTOR BLADES				
TAIL GEAR BOX				
ANGLED GEAR BOX				
RADIO EQUIPMENT	<b>Note: CAAF FORM AW 108B / 102I– THE AIRCRAFT AVIONICS INSTALLATION RECORD MUST BE UPDATED AND CURRENT FOR THIS AIRCRAFT.</b>  <b>(DO NOT NEED TO FILL IN THIS SPACE)</b>			
COMMUNICATION				
NAVIGATION				
PRIMARY RADAR				
SECONDARY RADAR				

<b>RECORD OF COMPLIANCE WITH AIRWORTHINESS DIRECTIVES, NOTICES, MANDATORY MODIFICATIONS, INSPECTIONS AND SERVICE INFORMATION</b>
NOTE: All A.D.'s, modifications etc., applicable to the type and its equipment should be listed under the headings below, together with means of compliance. Where repetitive compliance is required this should be indicated with date/hours when next due. Reason for non-compliance must be given e.g. "N/A to Serial No.," or "Particular equipment not fitted". In the event of insufficient space being available under a heading a continuation sheet should be used.
<b>Airframe:</b>



**Civil Aviation Authority of Fiji**  
**Application – Certificate of Airworthiness**  
**Issue/Renewal (Report)**

Form  
**AW 101A**

Engines:

Propellers:

Equipment and Instruments:

Radio:



ISO 9001:2015 CERTIFIED

Civil Aviation Authority of Fiji

Application – Certificate of Airworthiness  
Issue/Renewal (Report)

Form  
AW 101A

PART B: AIRCRAFT AUDIT

DOCUMENTATION AUDIT	CHECK	CHECKED BY:
<b>AIRCRAFT LOGBOOK</b>		
Schedule maintenance cycles.		
Correct flying hours and cycles.		
Concessions recorded.		
<b>MODIFICATION RECORD BOOK</b>		
A.D.'s update with CAAF mod statement.		
Audit check SBs and mods entered.		
<b>ENGINE/APU LOGBOOKS</b>		
Correct hours/cycles.		
Disc Life remaining.		
<b>APPROVED MAINTENANCE SCHEDULE</b>		
Ensure that the CAAF Approval is present at the front of the schedule		
Ensure the "A" and "B" amendments accurately reflect the contents		
<b>TECHNICAL LOG</b>		
Hours/cycles are being correctly added.		
Defect clearance.		
"B" defects - Deferments correctly signed off and transferred where required.		
C of M present and in date.		
Log contents for completeness.		
<b>RELIABILITY</b>		
ETOPS and reliability programme in compliance.		
Engine trend monitoring satisfactory.		
<b>CABIN DEFECTS LOG</b>		
Cabin defects are being correctly signed off (Note: certain defects require CRS).		
<b>FLIGHT MANUAL</b>		
Ensure that the Flight Manual Approval Page (CAAF Form 116) is at the front of the manual and in good condition.		
Ensure that the Flight Manual Status has been checked and recorded in the Renewal Report.		
<b>MANDATORY MODIFICATIONS COMPLIANCE</b>		
All mandatory directives required by the state of manufacture complied with including any issued or adopted by the CAAF for example UK CAA Additional Directives		
<b>RADIO INSTALLATION</b>		
Aircraft installation checked for any changes to equipment.		
<b>WEIGHT AND BALANCE SCHEDULE</b>		
Last weighing date - in compliance with BCAR A3-4.		
<b>FLIGHT TEST</b>		
Check and record on Renewal Report.		
Date of last flight test.		



**Civil Aviation Authority of Fiji**  
**Application – Certificate of Airworthiness**  
**Issue/Renewal (Report)**

Form  
**AW 101A**

<b>DOCUMENTS</b>		
Check presence in a/c and condition of:		
• C of A		
• C of R		
• Radio Licence		
• Flight Manual		
• M.E.L.		

<b>AIRWORTHINESS PHYSICAL INSPECTION AUDIT</b>	<b>CHECK</b>	<b>CHECKED BY</b>
<b>EXTERIOR</b>		
Check general condition:		
Damage Markings (check against damage chart, tech log).		
Condition / cleanliness in L/G bays.		
Engine intakes.		
Fan blades / Propellers.		
Cowlings.		
Cargo doors / surrounds.		
Flaps / slats.		
Ailerons.		
Stabilizers.		
APU ducts.		
Static wicks.		
Markings for correct presence, legibility and condition (regn, cut in, exits, doors etc.).		
<b>CABIN</b>		
Correct seat config (AW Notices 61, 64, 79 & 83 refer].		
Seat squabs and breakovers at emergency exits.		
Life rafts.		
Life jackets.		
Fire extinguishers.		
Portable oxygen.		
Smoke masks.		
Loud hailers.		
First aid kits (correctly stowed and labelled).		
Placards		
Escape slide bottle pressures.		
Integrity of emergency aisle lighting.		
Toilet fire precautions.		
<b>COCKPIT</b>		
General cleanliness		
Consoles		
Floors		
Safety equipment correct and stowed		
Compass cards		



ISO 9001:2015 CERTIFIED

Civil Aviation Authority of Fiji

Application – Certificate of Airworthiness Issue/Renewal (Report)

Form AW 101A

Windscreen and windows		
Seats		
Seat harness condition		
Spare bulbs/filaments		
Ops Manual		
Placarding and instrument marking complies with the flight manual		

AUDIT REPORT BY APPLICANT'S QA DEPT (Use a continuation sheet if necessary)

DETAILS OF ACTION TAKEN TO RECTIFY DEFECTS LISTED ABOVE

LIST OF AIRCRAFT DOCUMENTS REQUIRED WHICH FORMS PART OF THE CERTIFICATE OF AIRWORTHINESS ISSUE/RENEWAL APPLICATION (Application is deemed incomplete without these pertinent documents)

1. Attachment A – **Maintenance Checks** (if not submitted on Page 1 of this form)
2. Attachment B – **Significant Repairs, Replacements, Defects, Modification** (if not submitted on Page 1 of this form)
3. Attachment C – **Avionics Equipment Installation** (AW 108B)
4. Attachment D – **Radio Equipment Approval** (Copy of Telecommunication Authority of Fiji approval)
5. Attachment E – **Airworthiness Directives**
6. Attachment F – **LLP Data**
7. Attachment G – **Reweigh Report (copy)**
8. Attachment H – **Test Flight Report** (Including Radio Flight Test report)
9. Attachment I – **Dent & Buckle Chart** (copy)
10. Attachment J – **LOPA** (if applicable)
11. Attachment K – **Insurance Certificate** (without values)
12. Attachment L – **Compass Card** (copy)
13. Attachment M – **Exemption copy** (if relating to Airworthiness)
14. Attachment N – **FDR Readout Report** \*For the fitted Serial Number(s) (if applicable). Refer SD-AOC Chapter 8; 1.1 and SD-ICAT Appendix 8



ISO 9001:2015 CERTIFIED

Civil Aviation Authority of Fiji

Application – Certificate of Airworthiness Issue/Renewal (Report)

Form AW 101A

Audit Activity	Timeline	Filled by Operator Due Date(s) (DD/MM/YY)	Filled by CAAF Actual Date(s) (DD/MM/YY)	Comments
Operator Application package submitted to CAAF ***Confirm fees paid prior to processing***	30 days before expiry date.	(e.g. 31/05/23)		
Audit activated	29 days before expiry date	(e.g. 01/06/23)		
Application Package review completed	20 days before expiry date	(e.g. 10/06/23)		
<b>***Operator proposed date for Aircraft Physical survey***</b>	<b>20 days before expiry date</b>	(e.g. 10/06/23)		
On-site documentation review completed	18 days before expiry date	(e.g. 12/06/23)		
On-site Aircraft Physical Survey completed	12 days before expiry date	(e.g. 18/06/23)		
<b>Audit Findings Notification issued</b>	<b>12 days before expiry date</b>	(e.g. 18/06/23)		
Any Level 1 Findings addressed	5 days before expiry date	(e.g. 25/06/23)		
CAP to be submitted by Auditee for Level 2 and Level 3 findings, the CAAF reviews Corrective Action Plan	5 days before expiry date	(e.g. 25/06/23)		
Audit Team completes review of Operator responses	3 days before expiry date	(e.g. 27/06/23)		
<b>Certificate endorsed and issued to Operator</b>	<b>3 days before expiry date</b>	(e.g. 27/06/23)		

Certificate of Airworthiness Expiry Date:

I hereby declare that all the particulars given in this report are correct in every respect and that the appropriate fee \*has been paid / is attached.

This aircraft and its documentation have been audited and found to be \_\_\_\_\_ for the purpose of a recommendation for \_\_\_\_\_ of the Certificate of Airworthiness to the CAAF.

Name:

Signature & Stamp:

Date:

ANR 145C Approval No:





**Civil Aviation Authority of Fiji**  
**Application – Certificate of Airworthiness**  
**Issue/Renewal (Report)**

Form  
**AW 101A**

**PART C: FOR CAAF USE ONLY**

Aircraft Surveyed?	Yes	No	Date of Aircraft Survey Report:
The Certificate of Airworthiness / Permit is issued / renewed for      days / months with effect from:			
Name:			
Date:		Signature:	