

 <p>NCAA NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p>REPUBLIC OF NAMIBIA</p> <p>NAMIBIA CIVIL AVIATION AUTHORITY</p> <p>AERONAUTICAL INFORMATION CIRCULAR</p>	<p>Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK</p>
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AIRWORTHINESS

ADMINISTRATION

DOCUMENTATION: TECHNICAL INFORMATION REGARDING AIRCRAFT COMPONENTS, PARTS, ETC., IMPORTED INTO NAMIBIA

1. GENERAL INFORMATION

- 1.1. This AIC provides information for Part 21 of the NAMCAR 21.04.4 , 2020, as amended, and Part 21.02.3 of the Namibia Civil Aviation Technical Standards Airworthiness Requirements (NAM-CATS-AR) 2001, as amended, require that the Executive Director must be furnished with such data relating to the design, construction, performance and maintenance of the aircraft and also requires such tests, including flight tests, as deemed necessary for the purpose of the issue or granting of a certificate of airworthiness in respect of an aircraft.
- 1.2. Experience has shown that it is necessary for the Executive Director to have for reference purposes certain technical data on each aircraft type and, in terms of the above-mentioned regulation, requires the importer of the first of any new type or model of an aircraft to supply free of charge and in English the data listed in this circular.
- 1.3. Namibian certificates of airworthiness will not be issued for any aircraft before this information is supplied unless a certificate of airworthiness has previously been issued for an aircraft of the same type and model already registered in Namibia.

2. SPECIAL IMPORTATION REQUIREMENTS FOR ALL CLASS I PRODUCTS

- 2.1. The importer must also arrange with the exporter to supply the following documents in respect of every aircraft for which a Namibian certificate of airworthiness is desired:
 - a. The certificate or notification of cancellation from the appropriate authority of the State in which the aircraft was last registered; or a certificate or notification of non-registration from the appropriate authority of the State from which the aircraft is imported.

- b. The relative export certificate of airworthiness or current certificate of airworthiness, as applicable.
- c. A certified statement issued by the manufacturer to the effect that all mandatory modifications and special inspections have been carried out (applicable only to new aircraft from the factory).
- d. A list of all embodied Supplemental Type Certificates (STCs), Service Bulletins and approved major modifications on the product.
- e. A list of all Airworthiness Directives incorporated from the manufacturer's State of Design.
- f. A list of all time/life limited items on the product.
- g. A copy of the aircraft mass and balance report and equipment list showing the masses and moment arms of the main components and installed equipment.
- h. An approved Aircraft Flight Manual or equivalent document.
- i. The most current aircraft Equipment List.
- j. A copy of the Instructions for Continued Airworthiness (ICAs), including Maintenance Planning Document (MPD) or Maintenance Manuals (MM), and Airworthiness Limitations document, as applicable.
- k. Copies of the Airframe, Engine, Propeller and APU logbooks as applicable.
- l. A copy of the manufacturer's production test flight report for the aircraft (applicable only to new aircraft delivered from the factory).

3. SPECIAL IMPORTATION REQUIREMENTS FOR CLASS I PRODUCTS, FIRST OF A TYPE OR MODEL

3.1. In addition to the requirements of section 2. above, when the Class I Product is the first of a type or model to be imported ("first-of-type"), the importer must advise the Type Certificate Holder of this fact and must arrange with the Type Certificate Holder to supply the Executive Director for Civil Aviation, Private Bag 12003, Ausspannplatz, Windhoek, Namibia, with the FOLLOWING information and data:

- a. In terms of Part 21.04.2 of the Regulations, the Type Certificate Holder is required to complete and submit the application form for Type Acceptance (FSS-AIR-FORM037 & FSS-AIR-FORM37A). The Authority responsible for the issuance of the Type Certificate may also submit the application to the Executive Director on behalf of the holder of the Type Certificate in accordance with the foreign Authority's protocol regarding validation of their certification functions.
- b. Proof of payment of the application fee must accompany the application form. The current application fee is reflected in Part 187 of the Regulations.
- c. A three-view general arrangement drawing and brief description of the product.
- d. A Type Certificate or an equivalent document from the State of Design and the Type Certificate Data Sheet (TCDS).
- e. Details of the airworthiness design standards complied with, for the issuing of the Type Certificate referred to in (d), including:
 - i. the airworthiness design standards;
 - ii. the effective date of such standards;
 - iii. any Special Conditions imposed under the foreign type certification;
 - iv. any requirements not complied with (e.g. Exemptions) and any compensating factors providing an Equivalent Level of Safety; and
 - v. any Airworthiness Limitations

- f. A copy of the compliance checklist (CCL), stating the certification basis, and the compliance with each relevant paragraph of the design requirement constituting the certification basis.
- g. A certified true copy of the flight manual approved under a foreign Type Certificate or, if the appropriate design standards do not require a flight manual to be provided, a flight manual which complies with the standards as prescribed in Document NAM-CATS-AR Part 21.04.4.
- h. The Illustrated Parts Catalogue (IPC).
- i. A set of maintenance, overhaul, repair, parts and operation manuals issued by the manufacturers containing such information as is necessary to assemble, maintain, overhaul, repair and operate the aircraft, its engine(s), propellers) and installed equipment.
- j. A set of all current service bulletins, service letters and modification bulletins issued in respect of the aircraft, its engine(s), propeller(s) and installed equipment and written confirmation from the manufacturer that as and when these are issued, they will supply the Executive Director for Civil Aviation with one copy of each amendment and each new issue or revision of the publications referred to in this and the preceding subparagraphs.
- k. The Master Minimum Equipment List (MMEL) for the aircraft.
- l. In the case of an aircraft in the commercial transport category, the following documentation is required: -
 - i. The emergency evacuation plan and report specifying the minimum number of crew;
 - ii. The emergency procedures manual for cabin crew of the aircraft.

3.2. Note that in general, documentation over and above that listed is required by the Executive Director in order to validate the certification process.

3.3. An on-site review of the documentation may be required depending on the complexity of the product, type of operational category of the product, use of unusual design features or materials of the product, and the originating state.

3.4. For guidance regarding the Type Acceptance process and requirements, refer to the NCAA Advisory Pamphlet FSS-AOC-AP042, which is available on the NCAA website (www.ncaa.com.na) or can be obtained from the Safety Division of the NCAA (Airworthiness Subdivision). When in doubt, contact the NCAA on +264832352449 for advice.

4. SPECIAL REQUIREMENTS FOR ALL CLASS I, II AND III PRODUCTS, PARTS AND APPLIANCES

4.1. The following special requirements also apply to the importation of any aircraft, engine, propeller, rotor, equipment, instrument, accessory and material intended to be installed on an aircraft.

4.2. An aircraft or any other Class I Product, to be eligible for registration and airworthiness certification in Namibia, must be eligible for certification in the State of Design in the standard or restricted category and should be covered by an original Export Certificate of Airworthiness (e.g. FAA Form 8130-4, or equivalent) in accordance with the Regulations of the exporting state (Part 21 of the United States Federal Aviation Regulations, or other state's equivalent).

NOTE: A Class I Product is a complete aircraft, engine or propeller which has been type certificated in accordance with the applicable FAR, CS or equivalent airworthiness design standard.

- 4.3. If an export certificate of airworthiness is issued by the exporting state's authority (e.g. FAA) which incorporates more than one Class I Product on it, copies of the original export certificate of airworthiness must be certified by the airworthiness inspector (or authorised designee) of the region. The original export certificate of airworthiness must be forwarded to the Executive Director. The certified copies of the original export certificate of airworthiness must remain with the Class I Products until installation and then also be forwarded to the Executive Director by the Aircraft Maintenance Organisation installing such a Class I Product.
- 4.4. Class II and Class III products, to be eligible for approval and installation on certificated civil aircraft of Namibian registry, should be exported in accordance with the applicable provisions of the Regulations of the exporting state (e.g. Part 21 of the United States Federal Aviation Regulations, or other state's equivalent).

NOTE:

- a. A Class II Product is a major component, e.g. wings, fuselages, empennage assemblies, landing gears, power transmissions, control surfaces, etc., the failure of which would jeopardise the safety of a Class I Product; or any part, material or appliance approved and manufactured under a Technical Standard Order (TSO) system.
- b. A Class III product is any part or component which is not a Class I or Class II Product and includes standard parts, i.e. those designed as AN, NAS, SAE, etc.
- c. Export airworthiness approval of Class II and III Products is issued in the form of "Airworthiness Approval Tag" (e.g. FAA Form 8130-3, or equivalent).
- d. Other documents which are acceptable to the Executive Director for Class II & III products include:
 - i. A Technical Standard Order (TSO) authorisation granted under the Regulations of the exporting State (e.g. Part 21 the United States Federal Aviation Regulations, or other state's equivalent), or
 - ii. a document issued by the manufacturer of the component which contains a certification to the effect that the component was manufactured under a Production Certificate granted under the Regulations of the exporting State (e.g. Part 21 the United States Federal Aviation Regulations, or other state's equivalent), or
 - iii. A document issued by the manufacturer of the component which contains a certification to the effect that the component was manufactured under a Parts Manufacturing Approval granted under the Regulations of the exporting State (e.g. Part 21 the United States Federal Aviation Regulations, or other state's equivalent).
- 4.5. Material, parts and components, to be eligible for approval and installation on certificated Namibian registered civil aircraft, must be covered by documentary evidence that such material, parts and components meet the airworthiness requirements prescribed by the airworthiness authorities of the country of their origin.
- 4.6. The certificates proving airworthiness of parts, components and materials are sometimes supplied by the manufacturers to cover batches of consignments. In cases where dealers in the Namibia transfer ownership of items forming part of a batch or consignment, the dealer must if requested to, issue a certificate guaranteeing that the items have been certified as

airworthy by its manufacturer and that they hold such a certificate which will be shown on demand. A certificate in the following form is suggested:

"I,..... (name)
Acting on behalf of (dealer)
hereby guarantees that
(Description of material, part or component, i.e. part no, serial no. as applicable), has been certified as airworthy by its manufacturer as evidenced by a certificate held by this organisation under its reference number."
Signature:.....Date:

- 4.7. The information detailed in this AIC, will be contained in Appendix 2 of FAA Advisory Circular No. 21-2 (Export Airworthiness Approval Procedures) and should therefore be available to those organisations in the U.S.A. who export aircraft, components, parts and material to Namibia.
- 4.8. It will be the responsibility of AMO and AME license holders to ensure that airworthiness of parts, components and material fitted to civil aircraft can be proved by documentary evidence. Failure to do so may result in the applicable part, component or material being classified as Suspected Unapproved Parts as per Part 21.01.8 of the Regulations.

5. DEFINITIONS

Type Certificate:

A design approval for Class I product issued in terms of the Regulations Class I Product:

A complete aircraft, aircraft engine or propeller, which -

- a. has been type certificated in accordance with the provisions of these Regulations and for which the Namibian specifications or type certificate data sheets have been issued; or
- b. is identical to a type certificated product referred to in paragraph (a) in all respects except as in otherwise acceptable to the appropriate authority of the importing State;

Class II Product means:

- a. a major component of a Class I product, including wings, fuselages, empennage assemblies, landing gears, power transmissions, control surfaces and installed equipment, the failure of which will jeopardise the safety of a Class I product; or
- b. A part, material or appliance, approved and manufactured under the TSO system as prescribed in subpart 12 of Part 21;

Class III Product means:

- a. any part or component which is not a Class I or a Class II product and includes parts;

State of Design means:

- a. the State which has authority over the organisation responsible for the type design of an aircraft;

6. DEFINITIONS USED IN THIS AIC AND NOT CONTAINED IN THE REGULATIONS

Type Certified Aircraft:

Aircraft which have been issued with a type certificate by an appropriate authority (i.e. NCAA, FAA, etc.)

Type Certificate Holder:

Person or Company responsible for the design data of a Class I product as recognized by an appropriate authority (i.e. NCAA, FAA, etc.)

Type Certificate Data Sheet:

The specification for a Class I product which has acquired a Type Certificate

Compliance Checklist Certification Basis

The aviation regulations that a type certified Class I product demonstrated compliance to; as defined in Type Certificate Data Sheet.

Airworthiness Directive:

A set of mandatory instructions issued by an appropriate authority (i.e. NCAA, FAA, etc.) of an aircraft.