

 <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>
<p>Tel: +264 61 702082/2203 Fax +264 61 702088</p> <p>e-mail: aip@ncaa.na</p>		<p>AIC Series A 09/24 05 March 2024</p>

AIRWORTHINESS

MAINTENANCE ADMINISTRATION

CERTIFICATE OF AIRWORTHINESS (C of A)

1. In order for an aircraft to be issued with a Namibian Certificate of Airworthiness (C of A), the provisions of this AIC must be complied with.
2. The Executive Director must be informed of the applicant's intention to register the aircraft in accordance with Part 47 of the Civil Aviation Regulations, 2020, as amended.
3. An application for a Certificate of Airworthiness as prescribed by the Executive Director to be submitted and accompanied by the appropriate fee. (See Regulation 187.00.2 of the Civil Aviation Regulations, 2001, as amended).
4. When the aircraft is the first of a type to be registered in Namibia, the following will be required:
 - 4.1. Notification of intent to register the aircraft;
 - 4.2. The documentation indicated in AIC A02/2024;
 - 4.3. As NCAA Inspectors (Flight Operators/Cabin/Airworthiness) are to be factory trained on the new type of aircraft prior to the issue of the C of A, the cost for the training including transport and subsistence may at the discretion of the Director, be for the account of the Importer/Manufacturer.
 - 4.4. The certification process and methods need to be evaluated by a NCAA Engineer (aeronautical). The cost for the evaluation including transport and subsistence may at the discretion of the Executive Director, be for the account of the Importer/Exporter.
5. All imported aircraft must be inspected by a NCAA Airworthiness Inspector. Aircraft Maintenance Organisations and Aircraft Maintenance Engineers are urged to arrange this inspection well in advance. The following documentations are to be made available during the inspection mentioned above:
 - 5.1. A current flight manual or equivalent document approved for the aircraft type;
 - 5.2. A copy of the mass and balance data, including a certified copy of the equipment lists pertaining to the aircraft.

NOTE 1:

The mass and balance of all *aircraft must be established by means of a massmeter. *(This does not apply to new aircraft, the mass of which is established by the Manufacturers.)

- 5.3. Newly opened Namibian logbooks;
- 5.4. The completed maintenance checks and defect sheets;
- 5.5. The approved flight manual or equivalent document
- 5.6. The Certificate of Registration;
- 5.7. Form FSS-AIR-FORM098/18, OR FSS-AIR-FORM099/18-1nspection Report;
- 5.8. Form FSS-AIR-FORM 100/18, FSS-AIR-FORM101/18, FSS-AIR-FORM102/18 as applicable Flight Performance Record;
- 5.9. The original aircraft logbooks and other documentation to complete the historical records of the aircraft concerned;
- 5.10. Proof of Radio Station Licence; and
- 5.11. Component records list.

NOTE 2:

For aircraft with a maximum certificated mass above 5700kg, following additional information must be made available:-

- 5.12. Minimum Equipment List as applicable;
 - 5.13. The aircraft Approved Maintenance Programme as required by Regulation 121.10.5 of the Civil Aviation Regulations, 2001, as amended;
 - 5.14. Layout of Passenger Accommodation including the Seating Configuration Diagram and Emergency Equipment Diagram as applicable;
 - 5.15. Passenger Safety Cards as applicable;
 - 5.16. Floor proximity emergency escape path markings as applicable; AD
 - 5.17. Flight Data Recorder as applicable; (See NAM-CATS-OPS 91.04.13)
 - 5.18. Cockpit Voice Recorder as applicable; (See Regulation 91.04.10 of the Namibian Civil Aviation Regulations, 2024 as amended) and
 - 5.19. Lavatory Fire Protection as applicable; AD
6. Upon compliance with the requirements stipulated in this AIC and the aircraft inspection checklist, the Executive Director may issue a Certificate of Airworthiness.