

 <p>NCAA NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p style="text-align: center;">REPUBLIC OF NAMIBIA</p> <p style="text-align: center;">NAMIBIA CIVIL AVIATION AUTHORITY</p> <p style="text-align: center;">AERONAUTICAL INFORMATION CIRCULAR</p>	<p>Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK</p>
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AIRWORTHINESS

MAINTENANCE - ADMINISTRATION

FLIGHT FOLIOS

1. NAMCAR 91.03.4 states that,
 - 1.1 The owner, operator or pilot-in-command, as the case may be, of a Namibian registered aircraft, shall ensure that the aircraft carries a technical log, or any other similar document, which contains the information as prescribed in Document NAM-CATS-OPS 91, at all times.
 - 1.2 The technical log shall be kept up-to-date and maintained in a legible manner.
 - 1.3 All entries shall be made immediately upon completion of the occurrence to which they refer.
 - 1.4 In the case of rectification of defects being undertaken on the aircraft, the entry shall be certified by the person taking responsibility for the maintenance performed.
 - 1.5 The owner or operator shall retain the technical log for a period of two years calculated from the date of the last entry therein”
2. Every Namibian aircraft shall carry a Technical log or any other similar document (flight folio). This shall conform substantially to the requirements set by the Executive Director of the NCAA and shall be kept up-to-date and maintained in a legible manner. The Technical log or any other similar document (flight folio) shall constitute a record of all flying and maintenance performed while the aircraft is away from its normal station. Entries shall be made immediately upon completion of the occurrence to which they refer and in the case of maintenance be certified by the person taking responsibility for the maintenance performed.
3. Technical log or any other similar document (flight folio).are therefore regarded as the document containing the flying records of the aircraft concerned, whereas the aircraft, engine(s) or propeller logbooks will contain the complete maintenance history of the equipment to which it relates.
4. It shall be the responsibility of the Operator/Owner or Aircraft Maintenance Organization (AMO) concerned, to open Technical log or any other similar document (flight folio) with the appropriate details.

5. Operators, however, may design such Technical log or any other similar document (flight folios) to include the details they consider necessary for their particular operation and submit for approval to the NCAA Form FSS-AIR-FORM126/18 shall be filled in and submitted to the NCAA prior to the utilization of the customized flight folio. This form is available on the NCAA website under Airworthiness forms.
6. The pilot-in-command of an aircraft shall be responsible for ensuring that the flight folio is filled in correctly, kept up to date and maintained in a legible manner, after each flight or occurrence.
7. Flight folios shall be presented to the maintenance organization or the licensed aircraft maintenance engineer responsible for the maintenance of the aircraft in order that the times flown may be scrutinized and transferred to the appropriate logbooks within 48 hours subsequent to the defect rectification.
8. When reaching the flight time between scheduled maintenance inspections, the AMO/AME concerned shall transfer the times and certify in the appropriate logbooks to that effect. After the inspection has been carried out, the AMO/AME should, again complete the top of the next page of the flight folio and certify the inspection carried out.
9. It is the duty of the responsible aircraft maintenance organization or licensed aircraft maintenance engineer to advise the NCAA as to whether or not the flight folio presented has been completed accordingly and if it meets the requirements as the Regulations prescribed by the NCAA.
10. The minimum requirements in this respect have been established by the NCAA and are as printed on the reverse page of this AIC.

FLIGHT FOLIO AND EFFECT										
REPORT AIRCRAFT DESIGNATION			SERIAL NO		REGISTRATION MARKINGS					
NEXT SCHEDULED INSPECTION IS A			DUE ON		(AIRFRAME FLYING HOURS)		HOBBS			
Date	Journey		Flight Duration	Airplane hours	HOBBS	Cycles/ Landings/ Retractions	Fuel uplift	Fuel used	Pilot particulars	Pilot license no.
	Totals forwarded									
	From	To								
Date	No	Defects			Rectification date	Rectification action			AME Signature	License No.

**A signature in this column will be taken as a certificate that the maintenance specified and all the requirements prescribed in the applicable Civil Aviation Regulations, 2001, as amended, have been complied with.*

Note:

- Note: This flight Folio shall be kept up-to date and maintained in a legible manner. Flying hours must be recorded in hours and minutes
- Rectification of defects away from base must be entered and certified in the flight folio and transferred in the appropriate logbook within 48 hours.