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**AIRWORTHINESS  
MAINTENANCE - ADMINISTRATION  
PROCEDURE FOR OPENING NEW LOGBOOKS AND FLIGHT FOLIOS WHEN ORIGINALS HAVE BEEN  
REPORTED AS LOST**

1. When the registered owner of an aircraft reports the loss of a logbook(s) or flight folio(s) currently in use, and requests authorisation to open a replacement, the following directives must be followed:
  - 1.1. The registered owner shall supply an affidavit detailing the circumstances leading to the loss of the logbook(s) or flight folio(s);
  - 1.2. The person or organisation responsible for the opening of new logbook(s) or flight folio(s) may consult NCAA records on the premises of the NCAA but may not remove it from the said premises. Copies of relevant pages may be obtained on request at the prescribed cost.
  - 1.3. Any further information required to open the replacement logbook(s) or flight folio(s) so that they comply with the requirements of AIC's A04/2024 and A10/2024 must be obtained by the person or organisation responsible for opening the logbook(s) and flight folio(s) and copies thereof supplied to the NCAA;
  - 1.4. Proof of overhaul of Class I products must be provided;
  - 1.5. Proof of overhaul of all Class II products installed must be provided;
  - 1.6. The person or organisation responsible for the opening of such logbook(s) must also research and certify that all relevant Service Bulletins and Airworthiness Directives have been complied with.
  - 1.7. A certificate in the newly opened logbook(s) duly signed by an approved person and detailing the inspections and test(s) carried out to ensure that the product is indeed serviceable must be made. It must also be certified that the contents of AIC A41/2024 have been complied with in the case of engines.
2. After consultation with the NCAA the total hours operated and/or the time since overhaul of the product concerned will be mutually decided on.

3. The newly opened logbook(s) or flight folio(s) must be inspected by an Airworthiness Inspector of the NCAA, who will stamp, date and sign the opening page of the respective logbook(s) or flight folio(s).
  
4. In the event of all documentation having been lost, all documents required for the issue of a Certificate of Airworthiness in accordance with the requirements of this AIC must be prepared and the aircraft and its documents re-inspected by an Airworthiness Inspector of the NCAA. The Certificate of Airworthiness will be considered to be invalid until such time as the prescribed requirements have been complied with.