

 <p>NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p><b>REPUBLIC OF NAMIBIA</b></p> <p>NAMIBIA CIVIL AVIATION AUTHORITY</p> <p><b>AERONAUTICAL INFORMATION CIRCULAR</b></p>	<p>Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK</p>
<p>Tel: +264 61 702082/2203 Fax +264 61 702088  e-mail: <a href="mailto:aij@ncaa.na">aij@ncaa.na</a></p>		<p><b>AIC</b> <b>Series A</b> 37/24 06 March 2024</p>

### AIRWORTHINESS

#### MAINTENANCE – OPERATIONS REQUESTS FOR AUTHORITY TO FLY AN AIRCRAFT

1. It frequently happens that requests for authority to fly an aircraft to an Approved Maintenance Organisation (AMO) for maintenance have to be directed to the Namibia Civil Aviation Authority. In such cases the Certificate of Airworthiness (C of A) of the aircraft concerned is likely to have become invalid, and the circumstances giving rise thereto are usually one or more of the following:
  - 1.1. The period of validity of the Mandatory Periodic Inspection (MPI) may have expired, thereby rendering the C of A invalid, but at that time for a period not yet exceeding 30 days.
  - 1.2. The aircraft may have been standing idle and out of operation for a period in excess of 30 days, whether with or without a valid C of A.

#### NOTE:

In such circumstances aircraft manufacturers stipulate specifically how their products are to be treated, and AIC 62.28 which deals with aspects of aircraft corrosion is relevant also.

- 1.3. The aircraft may have been involved in an accident or an incident which rendered the C of A invalid.
2. In order to assist applicants for such ad hoc authorisations, and to facilitate the administration thereof, a two-way form has been devised which can be faxed by the applicant to the NCAA, endorsed by the Senior Manager Airworthiness or his representative, and then faxed back to the applicant with the minimum of avoidable delay.
3. A facsimile of this form is attached to this AIC as appendix A. Applicants are requested to make use of this form with immediate effect and are to ensure that all relevant information is recorded thereon in order to obviate delays arising from queries. The attention of applicants is specially invited to the relevant requirements of the NCAA which are stated specifically or by implication in Section A of the form, and to the parameters of the authorisation which appear in Section B.

**APPENDIX A**

A. FROM: TEL: + 264 83 235 2100  
NAME OF ORGANISATION (Web):: http:www.ncaa.com.na  
ADDRESS:  
TO: Namibia Civil Aviation Authority:  
  
ATT: EXECUTIVE DIRECTOR

**MESSAGE**

**SUBJECT:** REQUEST FOR AUTHORITY TO FLY AIRCRAFT V5

1. Circumstances necessitating such request:

\*The Scheduled Inspection expired on \_\_\_\_\_

\*The aircraft has been out of operation since (DATE OF LAST FLIGHT) \_\_\_\_\_. The aircraft has subsequently been inspected and certified on \_\_\_\_\_ as safe for flight in the aircraft flight folio by an appropriately authorised inspector.

\*The aircraft was involved in an accident/incident on \_\_\_\_\_ at \_\_\_\_\_ . The aircraft has been temporarily repaired and certified in the aircraft's flight folio by an appropriately authorised inspector as safe for flight.

\* Circumstances other than the aforementioned: \_\_\_\_\_

**NOTE:**

\* DELETE/USE WHICHEVER IS NOT/IS APPLICABLE.

2. Authority for a flight from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of maintenance is hereby requested. The aircraft will be flown by a suitably licensed pilot and over the shortest possible route.

Yours faithfully

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date: \_\_\_\_\_

B. TO: \_\_\_\_\_ FAX NO.: \_\_\_\_\_ LSF NO: \_\_\_\_\_  
FROM: Namibia Civil Aviation Authority:

**MESSAGE**

**SUBJECT:** AUTHORITY TO FLY AIRCRAFT V5

1. Your request as presented above has reference and the circumstances pertaining have been noted.
2. The requested authority is hereby granted/not granted.
3. The flight is approved in Category f (private) only.
4. Further stipulation:

Yours faithfully

Signed \_\_\_\_\_

SENIOR MANAGER AIRWORTHINESS