NAMIBIA CIVIL AVIATION AUTHORITY

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ISSUE IMPORT CETIFICATE OF AIRWORTHINESS OF AN AIRCRAFT

Part 1: General Overview

1.4 Additional import requirements may be detailed in the following publications:

a) Airworthiness Notices “A” Series (White);
b) Airworthiness Notices “B” Series (Pink);
c) Aeronautical Information Publication (AIP), Licensing, Registration & Airworthiness (LRA) section.

1.5 Conformance Statement: This section is to be completed by the aircraft owner and or representative:

Confirmation by applicant that in order for the aircraft to be eligible for importation and issuance of a Certificate of Airworthiness, 1.1(a) and (b) above must be satisfied and acceptable to the Executive Director.

Aircraft Owners Name: _____

Telephone Number: _____ **Date:** _____

Aircraft Owners Authorized Representative Name (Importing AMO): _____

Telephone Number: _____ **Date:** _____

Part 2: To be completed by the applicant where applicable

Please ensure all applicable areas are completed. Mail or deliver to your local Namibia Civil Aviation Authority.

2.1 Photograph, copy (sketch) ACTUAL airframe data plate details in the space provided:

Part 2: To be completed by the applicant where applicable
2.2 Tombstone Data:

It is the applicant's responsibility to accurately record the applicable airframe, engine, propeller, main rotor, tail rotor and auxiliary power unit descriptive data from a visual inspection of the components specific data plate. Other technical information may be obtained from the aircraft journey and technical logs.

Aircraft		
Manufacturer		
Model Number		
Serial Number		
Total Time Since New (TTSN)		
Total Cycles Since New (TCSN)		
Type Approval / Certificate Number		
Identify last major inspection and date completed:	Type:	Date:
Indicate if the Inspection was conducted in accordance with the manufacturer's requirements or other maintenance schedule		
Previous foreign registration		
Aircraft role prior to importation if known		
Intended aircraft role		
Additional Noteworthy Information: *Use additional paper as required.*		

Part 2: To be completed by the applicant where applicable
2.2 Tombstone Data: (cont'd)

Engine	Engine # 1	Engine # 2	Engine # 3	Engine # 4
Manufacturer				
Model Number				
Serial Number				
Type Approval / Certificate Number				
Total Time Since New (TTSN)				
Total Time Since Overhaul (TTSO)				
Total Cycles Since New (TCSN)				
Total Cycles Since Overhaul (TCSO)				
Additional Noteworthy Information:				

Propeller	Propeller # 1	Propeller # 2	Propeller # 3	Propeller # 4
Manufacturer				
Model Number				
Serial Number				
Type Approval / Certificate Number				
Total Time Since New (TTSN)				
Total Time Since Overhaul (TTSO)				
Additional Noteworthy Information:				

Part 2: To be completed by the applicant where applicable

2.2 Tombstone Data: (cont'd)

Auxiliary Power Unit (APU)	
Manufacturer	
Model Number	
Serial Number	
Type Approval / Certificate Number	
Total Time Since New (TTSN)	
Total Time Since Overhaul (TTSO)	
Total Cycles Since New (TCSN)	
Total Cycles Since Overhaul (TCSO)	
Additional Noteworthy Information:	

Part 2: To be completed by the applicant where applicable

2.2 Tombstone Data: (cont'd)

Provide a list of all helicopter dynamic components as listed on the aircraft type approval or type certificate.

Dynamic Components	Manufacturer	Model Number	Serial Number	TTSN	TTSO

Additional Noteworthy Information:

Part 2: To be completed by the applicant where applicable

2.3 Is the aircraft to be operated privately? Yes: ☐ No: ☐	
Who will conduct the Import? _____	Contact person: _____
Location: _____	Telephone: _____

2.4 (a) This section is to be completed if the aircraft is to be added onto a new or existing Air Operator Certificate:	
Identify Air Operator Certificate: Flight Training Unit Part IV Subpart 6 Private Operator Part VI Subpart 4 Commercial Operator Part VII Subpart 0	
Name of Operator Certificate Holder:	
Operator Certificate Number:	
Address:	Telephone:
(b) Is the aircraft to be added onto the Air Operator Certificate (AOC) or Private Operator Certificate (POC) a new aircraft type to the Company? Yes: ☐ No: ☐	
Note: *If Yes, additional operational requirements may be necessary. Contact the regional certification office for details.*	
2.5 Please send the preceding completed documentation to your Principal Maintenance Inspector for aircraft eligibility verification.	

This part is to be completed by a Namibian Civil Aviation Authority Representative

2.6 For Departmental Use Only:	
(a) Does the airframe model number agree with the Type Approval / Certificate?	Yes: ☐ No: ☐
(b) Does the engine(s) model number agree with the Type Approval / Certificate?	Yes: ☐ No: ☐
(c) Does the propeller(s) model number agree with the Type Approval / Certificate?	Yes: ☐ No: ☐
(d) Does the APU model number agree with the Type Approval / Certificate?	Yes: ☐ No: ☐
(e) Is the aircraft eligible for importation under Type Approval / Type Certificate?	Yes: ☐ No: ☐

Note: *If the aircraft is not eligible for importation, identify why in the information section below. Contact the aircraft owner / applicant / representative to discuss the details preventing the aircraft importation. Provide guidance to rectify the situation.*

2.7 Has the applicant been advised by Namibia Civil Aviation Authority that the aircraft is eligible or not eligible for importation?	Eligible ☐ Not Eligible ☐	Date Importer contacted:
Namibia Civil Aviation Authority Inspector name:		
2.8 Has the applicant advised Namibia Civil Aviation Authority in writing it intends to proceed with the import once it has been acknowledged that the aircraft is eligible for importation?	Yes: ☐ No: ☐	Date:
Information:		

Part 2: To be completed by the applicant where applicable

Section 2.9, 2.10, 2.11 and 2.12 may be completed when it is determined the aircraft meets eligibility requirements.

2.9 Means of importation: Identify the method to be utilized. Complete a, b or c.

(a) Namibian Registration: _____ or Foreign Registration: _____

(b) Surface Transportation: _____

(c) Already in Namibia, Identify Location: _____

2.10 Importation flight route and customs clearance.

From: _____ (departure point in foreign

To: _____ (final destination in Namibia)

Customs Clearance Point: _____ (first landing point in Namibia)

2.11 Have Namibian registration marks been reserved: Yes: □ Marks: C- N

2.12 This aircraft meets the requirements for a Provisional Certificate of Registration and Flight Permit. I hereby request a Provisional Certificate of Registration and Flight Permit for the identified aircraft.

Aircraft Owner / Applicant's Signature: _____

Aircraft Owner / Applicant's Address: _____

Telephone: _____ Date: _____

Fee Submitted: _____

2.13 Please send the preceding completed documentation (Section 2.9, 2.10, 2.11, 2.12) and associated fees for flight permit and provisional registration to your Principal Maintenance Inspector after eligibility verification.

This part is to be completed by a Namibia CAA Representative

2.14 For Department Use Only:		
Has a flight permit been issued or validated?	Yes: □	No: □
Have registration marks been allocated?	Yes: □	No: □
Have fees been submitted?	Yes: □	No: □
Has Aircraft Registration been advised of eligibility?	Yes: □	No: □
Has Non-Registration or De-Registration been received by a foreign aviation authority?	Yes: □	No: □

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Part 3: General

Note: *The following checklists are controlled, therefore it is suggested that, should copies be made, you please ensure the revision status is current prior to their use. Contact your local Namibia Civil Aviation Authority Office for information. The checklists are also available on the Internet at: http://www.tc.gc.ca/aviation/mainten/dwnloads/index.htm.*

This checklist shall be used to ensure the standardization of the importation process and assure that all data necessary to validate the importation are requested and received from the applicant. The Executive Director's Representative, Principal Maintenance Inspector (PMI), responsible for the import will ensure compliance with the requirements stated herein.

Note: *The aircraft can be inspected by the Executive's Representative during the evaluation of the application and on completion of the work.*

Enhancements or questions regarding the importation standard may be made through your local Namibia Civil Aviation office.

It will be the responsibility of applicant to ensure that all import requirements identified in the applicable Namibia Civil Aviation Authority Regulations and Standards have been complied with and validated prior to making application for a Certificate of Airworthiness. Any false claims identified by Namibia Civil Aviation Inspectors during their subsequent review will be forwarded directly to the Enforcement office for further action.

This section is to be completed by the applicant

APPLICATION FOR A FLIGHT AUTHORITY - GENERAL

All used aircraft, or new aircraft of a type not previously registered in Namibia, will be inspected by a Namibian Airworthiness Inspector as soon as possible after the application for a flight authority has been received.

and

All new aircraft and types previously registered in Namibia, can be inspected by a Namibian Civil Aviation Airworthiness Inspector when considered necessary, to verify the airworthiness of the aircraft.

METHOD OF IMPORT:

a) Aircraft imported with an Export Airworthiness Certificate from a bilateral or non bilateral country will utilize checklist 1.

Note: *An Export Airworthiness Certificate is* ***NOT*** *a flight authorization.*

b) Aircraft imported without an Export Airworthiness Certificate will utilize checklist 2.

Provide the name and telephone number of the organization / person who will be responsible for the aircraft inspection and application for the Certificate of Airworthiness.

Name: _____ Telephone Number: _____

Organization: _____

Part 3: Checklist 1 - To be completed by the applicant

3.1 The following will apply (where applicable) if conformity to an approved type design is shown by means of an Export Airworthiness Certificate issued by the Civil Aviation Authority of a Country with which Namibia has entered into a Bilateral Airworthiness Agreement or a similar arrangement which provides for such acceptance of such certificates. STD 507.07(2)(a).

or

When conformity to an approved type design is shown by means of an Export Airworthiness Certificate issued by the Civil Aviation Authority of a country with which Namibia does not have an agreement, where a Namibia Type Certificate has been issued and the product is being exported from the country of manufacture.

An imported aircraft can be eligible for use in Namibia where it can be shown and the Executive Director is satisfied that the aircraft conforms to an approved type design and is in a condition for safe operation. Conformity to an approved type design can be shown by means of:	**Acceptable**		**Not pplicable**
	Yes	No	
3.1.1(a) Was the Export Airworthiness Certificate (EAC) issued by the civil aviation authority of a Country with which Namibia has entered into a Bilateral Airworthiness Agreement or a similar arrangement which provides for such acceptance of such certificates?			
(b) Was the product manufactured in Namibia by an approved manufacturer to a type design specified in a Namibian type certificate and there is a Bilateral Airworthiness Agreement or similar arrangement between Namibia and the country of export?			
(c) Was the product, if manufactured in a country other than Namibia the country of export, manufactured to a type design certified by both the country of export and the Executive Director, and is there a Bilateral Airworthiness Agreement or similar arrangement between and the country of export?			
(d) Was the product designed and manufactured in the country of export, type certified by the civil aviation authority of that country. **3.1.2** Was the Export Airworthiness Certificate issued by the Namibia Civil Aviation Authority of a country with which Namibia does not have an agreement, where a Namibia type certificate has been issued and the product is being exported from the country of manufacture? **3.1.3(a)** Is the Export Airworthiness Certificate properly signed by an authorized representative of the civil aviation authority of the country of export and does it contain the following information -			
(b) Does the Export Airworthiness Certificate identify a certification of conformity to the type design specified in the Namibia Type Certificate?			
(c) Does the Export Airworthiness Certificate include a list of any major modifications and major repairs approved by the country of export and embodied in the product? ***Note 1:*** *Confirm if major modifications or major repairs have been embodied.* ***Note 2:*** *Engineering may be required to familiarize any major repairs and modifications. All major repair and major modification documentation must be available for review.*			

Page 2 of 3 - Import an aircraft with an Export Airworthiness Certificate issued by a bilateral or non bilateral Country	**Acceptable**		**Not Applica**
	Yes	No	
(d) Does the Export Airworthiness Certificate list all applicable airworthiness directives or equivalent notices, issued by the country of export, indicating which have been complied with?			
(e) Have all applicable airworthiness directives (or foreign equivalents) been complied with? ***Note:*** *The applicant must verify that all applicable Airworthiness directives (ADs) have been complied with. If a list identifying all applicable ADs was not supplied by the exporter please provide a list of AD's that were researched and complied with by the applicant.* **3.1.4** Is the aircraft cabin in an approved configuration? ***Note****: Review against the type design and approved drawings.* **3.1.5** Is the airframe, engine(s) and propeller(s) free of corrosion or within the limits prescribed by the applicable maintenance manuals? ***Note:*** *If corrosion is within limits provide complete details of location and identify the maintenance manual standards.* **3.1.6** Are all aircraft systems, engines, propellers, appliances. and controls functioning properly? **3.1.7** Have the engines, propellers, rotors, life limited components, appliances, balloon basket and burner assemblies been identified in accordance with applicable sections of ***Note****: Aeronautical products imported from a country not requiring certain identification data will require the identification data be installed prior to acceptance.* **3.1.8** Is the approved flight manual or approved operating limitations as applicable available for the aircraft? **3.1.9** Is a Weight and Balance report together with an equipment list which includes the weight and moment arm of each item of equipment not forming part of the type design available? ***Note 1****: The aircraft must have a current weight and balance including an equipment list that meets the requirements* **3.1.10** Have all life-limited parts been researched to determine that the time in service of each life-limited part has not exceeded its maximum permitted life? ***Note 1:*** *Each life-limited component, or any product containing a life-limited component, which has seen prior service shall be accompanied by its technical record containing details of all repairs and modifications carried out during its service life, and a record of accumulated time in flying hours or cycles, as may be applicable.* ***Note 2****: For installation of Life Limited Parts refer to the Airworthiness Limitation list* **3.1.11** If the aircraft is eligible for a certificate of airworthiness, has it been brought to the required standards, as necessary, through the use of the applicable maintenance standards?			
Page 3 of 3 - Import an aircraft with an Export Airworthiness Certificate issued by a bilateral or non bilateral Country	**Acceptable**		**Not Applica**
	Yes	No	
3.1.12 Has an application for a certificate of airworthiness been submitted to the Executive Director in accordance with NAM CARs.			

3.1.13 Has the Namibia Civil Aviation "Conformity inspection work" detailing the work completed been submitted with the Certificate of Airworthiness (CofA) application? **3.1.14** Has the aircraft journey log and other technical records been established for the aircraft as required			
To the best of my ability the information contained in the checklists is true and accurate. Print name of applicant / representative: _____ Signature of applicant / representative: _____			
Name of Airworthiness Inspector who verified (sampled) the above requirements.			

Part 3: Checklist 1 - This part is to be completed by Namibian Civil Aviation Authority Representative

3.1.15(a) Will the Namibian Certificate of Airworthiness be issued?	Yes: □ No: □	Date of Issue:
(b) If no, has the importer been informed in writing identifying why the aircraft did not conform to an approved type design and was not in a condition for safe operation and issuance of a flight authority?	Yes: □ No: □	
3.1.16 Has the importer / Namibia Civil Authority rescheduled the inspection if necessary?	Yes: □ No: □	Date Rescheduled:
Remarks:		

Part 3: Checklist 2 - To be completed by the applicant

3.2 The following will apply (where applicable) if conformity to an approved type design is shown by means of: An airworthiness inspection work.

An imported aircraft can be eligible for use in Namibia where it can be shown and the Executive Director is satisfied that the aircraft conforms to an approved type design and is in a condition for safe operation. Conformity to an approved type design can be shown by means of:	**Acceptable**		**Not Applicable**
	Yes	No	
3.2.1 Has the aircraft been inspected and certified by a person authorized to do so?			
3.2.2 Is the technical history of the aircraft sufficient? A 100 hour inspection, or equivalent shall be carried out. ***Note 1:*** *"Sufficient" in relation to technical history means, as a minimum, a maintenance release or equivalent certification for each maintenance task completed within the preceding year, and technical records in sufficient detail to enable a determination of the following:* *- the identity of the aircraft;* *- the identity of each installed engine;* *- the identity of each installed propeller / rotor;* *- the identity and airworthiness status of each installed serialized component;* *- the time remaining before the next scheduled task on the applicable maintenance schedule;* *- the permissible time in service remaining for each life-limited part installed;* ***Note 2:*** *The aircraft owner shall submit a report (survey) to the Executive Director's Representitive (PMI) clearly detailing the inspection conducted and all additional details of the work required to bring the aircraft to a condition of conformity to the certified type design and of safe operation.* *The Executive Director's Representitive will evaluate the report and inspect the aircraft to determine if the work proposed will bring the aircraft to a condition of conformity and to a condition of safe operation.*			
3.2.3 Is the technical history of the aircraft continuous? ***Note 1:*** *If the technical history of the aircraft lacks continuity, or does not, in the opinion of the "authorized person", contain sufficient data regarding the maintenance of the aircraft, engines, or other aeronautical products, disassembly and inspection are required in addition to that required.* ***Note 2****: The aircraft owner shall submit a report (survey) to the Executive Director's Representitive (PMI) detailing what portions of the aircraft, engines, aeronautical products lack continuity and will require disassembly and inspection.* *The Executive Director's Representitive will evaluate the report and inspect the aircraft to determine if the work proposed will bring the aircraft to a condition of conformity and to a condition of safe operation.*			

Page 2 of 4 - Import an aircraft without an Export Airworthiness Certificate where the aircraft is inspected and certified by a person authorized to do so.	**Acceptable**		**Not Applic..**
	Yes	N	
3.2.4 Is the technical history sufficient to determine the conformity and condition of the aircraft? ***Note 1****: If the technical history of the aircraft is not sufficient to determine the conformity and condition of the aircraft, a complete overhaul is required, except those aeronautical products for which there is documentary evidence that the product has been overhauled within one year prior to the aircraft being imported.* ***Note 2****: The aircraft owner shall submit a report (survey) to the Executive Director's Representitive (PMI) detailing what portions of the technical history are not sufficient to determine the aeronautical products conformity and condition and will be overhauled.*			

The Executive Director's Representitive will evaluate the report and inspect the aircraft to determine if the work proposed will bring the aircraft to a condition of conformity and to a condition of safe operation. **3.2.5** Is the aircraft, engine(s), propeller(s) and appliances in compliance with the applicable type certificate data sheets or aircraft specifications? **3.2.6** Is the aircraft cabin in an approved configuration? ***Note:*** *Review against the type certificate and approved drawings.* **3.2.7** Have all applicable airworthiness directives been complied with? ***Note****: The applicant must verify that all applicable airworthiness directives (or foreign equivalents) have been complied with. A list identifying all AD's researched and complied with must accompany the import application*. **3.2.8** Have all major repairs and major modifications been carried out in accordance with data acceptable to the Minister, and certified indicating that they are of an approved type and were made in accordance with accepted standards of workmanship? ***Note 1:*** *Confirm and list all major modifications or major repairs embodied in the product.* ***Note 2:*** *Engineering may be required to familiarize any major repairs and modifications. All major repair and major modification documentation must be available for review.* **3.2.9** Is the airframe, engine(s) and propeller(s) free of corrosion or within the limits prescribed by the applicable maintenance standards? ***Note:*** *If corrosion is within limits, provide complete details of location and indicate the maintenance manual standards.* **3.2.10** Are all aircraft systems, engines, propellers and controls functioning properly and to manufacturer's specifications? **3.2.11** Have the engines, propellers, rotors, life limited components, appliances, balloon basket and burner assemblies been identified in accordance with applicable sections of the NAM CARs ***Note:*** *Aeronautical products imported from a country not requiring certain identification data will require the identification data be installed prior to acceptance.* **3.2.12** Is the approved flight manual or approved operating limitations as applicable available for the aircraft?			
Page 3 of 4 - Import an aircraft without an Export Airworthiness Certificate where the aircraft is inspected and certified by a person authorized to do so.	**Acceptable**		**Not Applic**
	Yes	N	
3.2.13 Is a Weight and Balance report together with an equipment list which includes the weight and moment arm of each item of equipment not forming part of the type design available? ***Note:*** *The aircraft must have a current weight and balance including an equipment list that meets the requirements.* **3.2.14** Have all life-limited parts been researched to determine that the time in service of each life-limited part has not exceeded its maximum permitted life? ***Note 1:*** *Each life-limited component, or any product containing a life-limited component, which has seen prior service shall be accompanied by its technical record containing details of all repairs and*			

modifications carried out during its service life, and a record of accumulated time in flying hours or cycles, as may be applicable. ***Note 2:*** *For installation of Life Limited Parts refer to the Airworthiness Limitation List* **3.2.15** If the aircraft is eligible for a certificate of airworthiness, has it been brought to the required standards through the use of applicable maintenance standards? **3.2.16** Has an application for a certificate of airworthiness been submitted in accordance with NAMCARs and has the "Conformity inspection work " detailing the work completed, been submitted with the CofA application? **3.2.17** Have the appropriate fees been submitted with the Certificate of Airworthiness application? **3.2.18** Has the aircraft journey log and other technical records been established for the aircraft as required. ***Note:*** *Has a maintenance release been provided by a person authorized to do so*			
To the best of my ability the information contained in the checklists is true and accurate. Print name of applicant / representative: _____ Signature of applicant / representative: _____			
Name of Airworthiness Inspector who verified (sampled) the above requirements.			

Part 3: Checklist 2 - This part is to be completed by a Namibia Civil Aviation Representative

Page 4 of 4 - Import an aircraft without an Export Airworthiness Certificate where the aircraft is inspected and certified by a person authorized to do so		
3.2.19(a) After evaluation of the report (survey) as required by Part 3 Check List 2, sections 3.2.2, 3.2.3, 3.2.4, and inspection of the aircraft, has the Executive Director's Representative determined if the work proposed was adequate to bring the aircraft to a condition of conformity to the certified type design and of safe operation?	Yes: □ No: □	Comments:
(b) If no, has the importer been informed in writing identifying why the aircraft did not conform to an approved type design and was not in a condition for safe operation and issuance of a flight authority?	Yes: □ No: □	
3.2.20 Will the Namibian Certificate of Airworthiness be issued?	Yes: □ No: □	Date of Issue:
3.2.21 Has the importer / Namibia Civil Aviation Authority rescheduled the inspection if necessary?	Yes: □ No: □	Date Rescheduled:
Remarks:		

Part 4: As applicable, this part is to be completed by the applicant prior to the aircraft being operated

Additional Airworthiness Requirements for Aeroplanes, Helicopters, and Balloons

This part identifies additional airworthiness inspection requirements for private, private passenger carrying, flight training and commercial operators of aeroplanes, helicopters, and balloons that must be complied with prior to the aircraft being operated.
Note: *It is important to note that not all sections are applicable, therefore, it is imperative the applicant review each area of inspection for applicability against the referenced Regulation and Standard.*

	Acceptable		**Not Appli**
	Yes	No	
4.1(a) Is there available an Aircraft Flight Manual as required by applicable standards of airworthiness?			
(b) If the operator is a Part VI subpart IV (Private Operator Passenger Transportation) has the operator established and maintained an operating manual that provides guidance to crew members and in the operation of the aircraft? **4.2** Have all Placards required by the applicable standards of airworthiness been affixed to the aircraft or attached to the component in accordance with those standards? **4.3** Is there a Master Minimum Equipment developed for the aircraft? If yes, has the operator of the aircraft submitted a Minimum Equipment List for Approval? **4.4** If the power driven aircraft is to be operated for Day VFR flight, has the aircraft been equipped with all the equipment identified in the appropriate NAM CARs Part **4.5** If the power driven aircraft is to be operated for VFR flight Over the Top (OTT), has the aircraft been equipped with all the equipment identified in the appropriate NAM CARs Part **4.6** If the power driven aircraft is to be operated for Night VFR flight, has the aircraft been equipped with all the equipment identified in the appropriate NAM CARs Part			
4.7 If the power driven aircraft is to be operated for IFR flight has the aircraft been equipped with all the equipment identified in the appropriate NAM CARs Part **4.8** If a balloon is to be operated for Day VFR flight, has the balloon been equipped with all the equipment identified in the appropriate NAM CARs Part **4.9** If a balloon is to be operated for Night VFR flight, has the balloon been equipped with all the equipment identified in the appropriate NAM CARs Part **4.10** If a glider is to be operated for Day VFR flight, has the glider been equipped with all the equipment identified in the appropriate NAM CARs Part **4.11(a)** Is the aircraft equipped with a Seat and Safety Belt for each person on board the aircraft?			
(b) Is each front seat or flight deck seat equipped with a shoulder harness?			
Page 2 of 6 - Additional Airworthiness Requirements for Aeroplanes, Helicopters, and Balloons	**Acceptable**		**Not Appli cable**
	Yes	No	

4.12 If the aircraft is Unpressurized, does it carry sufficient Oxygen for the period of flight and cabin pressure altitude? ***Note:*** *For unpressurized aircraft oxygen requirement.* **4.13** If the aircraft is Pressurized, is it equipped with sufficient Oxygen Dispensing Units and oxygen supply to provide, in the event of cabin pressurization failure, sufficient oxygen to continue the flight to an areodrome suitable for landing? ***Note:*** *For pressurized aircraft oxygen requirements.* **4.14** Aircraft Weight and Balance Control. Except where otherwise provided under the terms of a fleet empty weight and balance program referred has the large aircraft been re-weighed and an updated report prepared every 5 years? **4.15** Is a Weight and Balance report together with an equipment list which includes the weight and moment arm of each item of equipment not forming part of the type design available? ***Note 1****: The aircraft must have a current weight and balance including an equipment list that include all additional installed equipment?* ***Note 2:*** *Has the weight and balance report been certified by signing a maintenance release??* ***Note 3:*** *Is the aircraft likely to be operated in two or more different configurations? If yes is there a separate weight and balance report addendum for each configuration?* ***Note 4****: Does each addendum contain a supplementary list which clearly shows the differences from the basic aircraft* ***Note 5:*** *Does each addendum include the empty weight and center of gravity for the applicable configuration?* ***Note 6:*** *Is each addendum clearly identified with respect to the aircraft configuration to which it applies?* **4.16** If the aircraft is so equipped, has the Non-Stabilized Magnetic Direction Indicator been calibrated and a dated correction card installed for each indicator at intervals not exceeding 12 months? ***Note:*** *The annual calibration may not be required if the aircraft is equipped with two independent stabilized magnetic direction indicators in addition to the non-stabilized direct reading magnetic direction indicator.* **4.17** Has the aircraft been fitted with the Survival and Emergency Equipment as required? ***Note 1:*** *Refer to for Survival Equipment for flight over land, for life preservers and flotation devices, and for life rafts and survival equipment. Has the equipment been overhauled at the interval recommended by the manufacture?* **4.18** Except where powered by water activated batteries, has the Emergency Locator Transmitter (ELT) been checked at intervals not exceeding 12 months? ***Note 1: T****he quantity and type of ELT.* ***Note 2:*** *Have ELTs powered by water activation been performance tested at intervals not exceeding 5 years?* ***Note 3:*** *Have ELT batteries been replaced at intervals recommended by the*			

manufacturer? ***Note 4**: Has a corrosion inspection been performed on the circuit board and battery compartment? The inspection must be done by an appropriately rated shop only.* ***Note 5:** Has the performance of the Emergency Locator Transmitters been verified in accordance with the standards identifed.*			
Page 3 of 6 - Additional Airworthiness Requirements for Aeroplanes, Helicopters, and Balloons	**Acceptable**		**Not Applicable**
	Yes	No	
4.19 Has the Altimeter, Pitot and Static Pressure Systems and other altimetry devices, where installed (for compliance with the basis of certification listed on the type certificate or required by operating rule), been calibrated at intervals not exceeding 24 months? **4.20** Has the altimeter been tested by an approved maintenance organization for scale error, hysteresis, after effect, friction, case leak and barometric scale error? - Altitude Alerting System or Device ***Note 1:** Has the person who performed the altimeter tests recorded on the altimeter the date and maximum altitude to which the altimeter has been tested?* ***Note 2:** Has the person signing the maintenance release entered the data in the aircraft record?* ***Note 3**: Has the altimeter been tested by an appropriately rated approved maintenance organization?* **4.21** Has the Static Pressure System been inspected in accordance with appropriate NAM CARs ***Note 1:** Is the static system free from moisture or sources of restriction?* ***Note 2:** If a static port heater is installed, is it operative?* ***Note 3:** Is there any alteration or deformity to the airframe surface that would affect the relationship between air pressure in the static pressure system and the true ambient air pressure?* ***Note 4:** Has the static system been leak tested? Does it fall within the tolerances?* **4.22** Have air traffic control (ATC) Transponders, including any associated altitude sensing reporting mechanisms installed, been tested every 24 calendar months? ***Note 1:** Has the performance of (ATC) transponders been verified in accordance with the standards identifed in* appropriate NAM CARs ***Note 2:** Traffic Advisory and Collision Avoidance System (TACAS) is a requirement for flight in American airspace. Calibration of the intergrated systems may be required.* ***Note 3:** The mode S ident code can be requested through Namibia Civil Aviation Transport aircraft licensing.*			

4.23 If the aircraft is a turbo-jet-powered aircraft, has a Altitude Alerting System or device been installed that conforms to the Aircraft Equipment and Maintenance Standards? **4.24** Has the turbo-jet-powered aeroplane with a MCTOW of more than 33,069 pounds and operating under Commuter or Airline Operations been equipped with a Ground Proximity Warning System? **4.25** Has the turbo-jet-powered aeroplane operating been equipped with a Standby Attitude Indicator that meets the Aircraft Equipment and Maintenance Standards. ***Note:*** *After July 31, 1997 no person shall conduct a take off in a transport category aircraft unless that aircraft is equipped with a standby attitude indicator.* **4.26(a)** This section is applicable if the aircraft is a multi-engined, turbine powered, pressurized aeroplane, >12500 lb MCTOW, with passenger seating of 10 or more, manufactured after October 11, 1991. Does the aircraft have a Flight Data Recorder (FDR) installed?			
Page 4 of 6 - Additional Airworthiness Requirements for Aeroplanes, Helicopters, and Balloons	**Acceptable**		**Not Applicable**
	Yes	No	
(b) Has the FDR been maintained in accordance with a maintenance schedule, meeting the requirements? ***Note 1:*** *Refer to manufacturer's recommendation.*			
(c) Has a correlation check been conducted to ensure all required parameters are being recorded and usable at 3000 flight hours, or 12 months, whichever occurs first? See FDR maintenance schedule chart ***Note 2:*** *See inspection and test requirements for maintenance of Flight Data Recorders.* **4.27(a)** This section is applicable if the aircraft is a multi-engined, turbine powered, pressurized aeroplane, >12500 lb MCTOW, with passenger seating of six or more. Does the aircraft have a Cockpit Voice Recorder (CVR) installed on board the aeroplanes or helicopters?			
(b) Has the CVR been maintained in accordance with a maintenance schedule meeting the requirements? ***Note:*** *Refer to manufacturer's recommendation.*			
(c) Has a functional and intelligibility check been completed in accordance with manufacturers maintenance instructions or at 3,000 hours, or 12 months, whichever comes first? **4.28(a)** Have the Underwater Locating Devices (ULDs) had an operational check performed once a year after initial installation?			
(b) Has the ULD been recertified at 12 month intervals?			

(c) Has the maintenance of ULDs been performed in accordance with the recommendation of the ULD manufacturer? **4.29(a)** Has the aircraft been maintained in accordance with a Maintenance Schedule that conforms to the Aircraft Equipment Standards and Maintenace Schedule? ***Note:*** *Identify the maintenance schedule used. Was the previous maintenance schedule approved? Identify approval Number and Region.*			
(b) Has the maintenance schedule been approved by the Executive Director where the aircraft is to be operated for Flight Training Units Commercial Air Services or is a large turbine-powered, pressurized aircraft or an airship? **4.30** Is the maintenance schedule the aircraft will be maintained to, the same as the previous maintenance schedule? ***Note:*** *If no, review Transfer of Aeronautical Products between Maintenance Schedules.* **4.31** If the previous maintenance schedule was different from the maintenance schedule the aircraft will be maintained to, have the aeronautical products been transferred in accordingly. **4.32** Have the propellers been inspected for condition at the times specified in the appropriate maintenance schedule? **4.33** Have Aircraft Wooden Components been inspected in accordingly			
Page 5 of 6 - Additional Airworthiness Requirements for Aeroplanes, Helicopters, and Balloons	**Acceptable**		**Not Applicable**
	Yes	No	
4.34 Inspect seat breakover force. Reference FAR 25.785. AC 25-17 recommends a minium horizontal breakover load of 25 lbs. **4.35** Have registration marks been affixed and are they in accordance with NAM CARs Part 47 **4.36** Has the Air Operator submitted an acceptable amendment to Namibia Civil Aviation Authority for the Air Operator Maintenance Control Manual for addition of the aircraft? **4.37** Has the Approved Maintenance Organization submitted an acceptable amendment to Transport Canada for the Maintenance Policy Manual? **4.38(a)** Have Technical Records been established? ***Note:*** *Journey log, separate technical record for airframe, each installed engine, and each variable pitch propeller and an empty weight and balance report. For balloons or gliders all entries in respect of the technical records may be kept in the journey log.*			
(b) Have entries into the technical records been accurate, legible and permanent?			
(c) Where a person has altered an entry on the technical record for the purpose of correcting the entry, has it been done in a manner that the underlining information remains legible?			
(d) If the owner of the aircraft keeps the technical records as electronic data, has the			

owner ensured that the electronic data system used complies appropriate NAM CARs			
(e) Have Technical records for the airframe, engine, propeller or component been initiated in accordance with appropriate NAM CARs			
(f) At the time of transfer, did the previous owner deliver to the new owner all of the technical records that related to the aeronautical product?			

Print name of applicant / importer who verified all the above requirements	
Signature of applicant / importer who verified all the above requirements	

Name of Airworthiness Inspector who verified (sampled) the above requirements

Remarks:

Remarks: (cont'd)

Part 5: Checklist - As applicable, this part is to be completed by the applicant prior to the aircraft being operated

Part 5 identifies specific airworthiness / operational requirements for aircraft operated under Flight Training Units.

Additional Requirements for Flight Training - Operators

Checklist, in conjunction with other applicable requirements, will apply in respect of an aeroplane, helicopter, glider, balloon, gyroplane or ultra light aeroplane used for flight training.	**Acceptable**		**Not Applicabl**
	Yes	No	
5.1.1 Does the aircraft to be used for flight training meet the requirements of appropriate NAM CARs			
5.1.2 Is the aircraft equipped with either a turn and slip indicator or a turn coordinator?			
5.1.3 If a helicopter is to be used for dual flight instruction, is it equipped with an intercom system?			
5.1.4 If the aeroplane, helicopter or gyroplane is used for instrument flight training, is it equipped with an attitude indicator, vertical speed indicator and gyroscopic direction indicator?			
5.1.5 If the aeroplane or helicopter is used for radio navigation training, is it equipped with an ADF, VOR or GPS radio navigation aid receiver?			
5.1.6 If the aircraft is to be used for instrument training, is it equipped in accordance with requirements for IFR flight as outlined in appropriate NAM CARs			
5.1.7 Is each front seat of an aeroplane or helicopter to be used by a trainee or flight instructor equipped with a safety belt that includes a shoulder harness?			

Remarks:

Print name of applicant / importer who verified all the above requirements	
Signature of applicant / importer who verified all the above requirements	

Name of Airworthiness Inspector who verified (sampled) the above requirements

Part 5: Checklist - As applicable, this part is to be completed by the applicant prior to the aircraft being operated

Additional Requirements for Private Operator Passenger Transportation (Part VI Subpart 4)			
Checklist, in conjunction with other applicable requirements, will apply in respect of the operation of a Namibian aircraft that is used for the transport of passengers, where the aircraft is a turbine powered pressurized aeroplane and is not required to be operated under Subpart 6 - Flight Training Units	**Acceptable**		**Not Applicable**
	Yes	No	
5.2.1 Does the private operator maintain his aircraft in accordance with the approved maintenance programme / manual? **5.2.2** Has the aeroplane been equipped with Life Preservers, Flotation Devices, Life Rafts and Survival Equipment pursuant as required by appropriate NAM CARs **5.2.3** Is the aircraft equipped with the correct numbers of First Aid Kits and does each kit meet the Private Operator Passenger Transportation Standards required by CAR 604.39? **5.2.4** Is the private operators aircraft pressurized and will it carry flight attendants? Has Protective Breathing Equipment been installed that will provide 15-minute of breathing gas at a pressure altitude of 8000 feet? **5.2.5** Is the aircraft equipped with the correct type and numbers of Hand Held Fire Extinguishers for use in the passenger compartment and where applicable, cargo compartment?			
Remarks:			
Print name of applicant / importer who verified all the above requirements			
Signature of applicant / importer who verified all the above requirements			
Name of Airworthiness Inspector who verified (sampled) the above requirements			

Part 5: Checklist - As applicable, this part is to be completed by the applicant prior to the aircraft being operated

Additional Requirements for Aerial Work (Part VII Subpart 2) Operators			
Checklist 3, in conjunction with other applicable requirements, will apply in respect of the operation of an aeroplane or helicopter in aerial work involving the carriage on board of persons other than flight crew members, the carriage of helicopter Class B, C or D external loads, towing of objects other than a glider towing operation conducted by a flight training unit, and the dispersal of products.	**Acceptable**		**Not Applicable**
	Yes	No	
5.3.1 Is the air operator's aircraft pilot seat and any seat beside the pilot seat equipped with a safety belt that includes a Shoulder Harness? **5.3.2** Is the aircraft equipped with an External Load Attachment device authorized in a supplemental type certificate or in an airworthiness approval relating to the operational configuration of the aircraft?			
Remarks:			

Print name of applicant / importer who verified all the above requirements	
Signature of applicant / importer who verified all the above requirements	
Name of Airworthiness Inspector who verified (sampled) the above requirements	

Part 5: Checklist- As applicable, this part is to be completed by the applicant prior to the aircraft being operated

Additional Requirements for Air Taxi			
Checklist, in conjunction with other applicable requirements, will apply in respect of the operation by a Namibian air operator, in an air transport service or in aerial work involving sightseeing operations, of a single engine aircraft or multi-engined aircraft, other than a turbo-jet-powered aeroplane, that has a MCTOW of 8618 kg (19000 lbs) pounds or less and a seating configuration, excluding pilot seats, of nine or less.	**Acceptable**		**Not Applicable**
	Yes	N	
5.4.1(a) Is the aircraft equipped with a power failure warning device or vacuum indicator to show the power available for gyroscopic instruments from each power source?			
(b) Is the aircraft equipped with an alternate source of static pressure for the altimeter, airspeed and vertical speed indicators?			
(c) Is the aircraft equipped with two generators, each of which is driven by a separate engine or by a rotor drive train?			
(d) Is the aircraft equipped with two independent sources of energy, at least one of which is an engine driven pump?			
(e) Is the aircraft equipped with at least one landing light? **5.4.2** Is the air operator's pressurized aircraft equipped with Protective Breathing Equipment that will provide 15-minute supply of breathing gas at a pressure altitude of 8000 feet at each flight crew member position? **5.4.3** If the air operator will carry passengers above FL 250, has First Aid Oxygen been provided in accordance with appropriate NAM CARs **5.4.4** Is the air operator's aircraft pilot seat and any seat beside the pilot seat equipped with a safety belt that includes a Shoulder Harness? **5.4.5** For Air Taxi Helicopter Oprerators, is the helicopter equipped with the emergency equipment as required by appropriate NAM CARs ***Note:*** *Survival equipment and first aid kit content.*			
Remarks:			
Print name of applicant / importer who verified all the above requirements			
Signature of applicant / importer who verified all the above requirements			
Name of Airworthiness Inspector who verified (sampled) the above requirements			

Part 5: Checklist - As applicable, this part is to be completed by the applicant prior to the aircraft being operated

Additional Requirements for Commuter Operations (Part VII Subpart 3)			
Checklist , in conjunction with other applicable requirements, will apply in respect of the operation by a Namibian air operator, in an air transport service or in aerial work involving sightseeing operations, of a multi-engined aircraft that has a MCTOW of 8618 kg (19000 lbs) or less and a seating configuration, excluding pilot seats, of 10 to 19, or a turbo-jet-powered aeroplane that has a maximum zero fuel weight of 22680kg (50000 pounds) or less and for which a Namibian Type certificate has been issued authorizing the transport of not more than 19 passengers.	**Acceptable**		**Not Applicable**
	Yes	No	
5.5.1(a) Is the aircraft equipped with at least two generators, each of which is driven by a separate engine and at least half of which have a sufficient rating to supply the electrical loads of all instruments and equipment necessary for safe emergency operation of the aircraft? ***Note:*** *In case a multi engine helicopter, the generators may be driven by the main rotor drive train.*			
(b) Is the aircraft equipped with two independent sources of energy and a means of selecting either source, at least one source of energy being an engine-driven pump or generator, and each source being able to drive all gyroscopic instruments?			
(c) Is the aircraft equipped with at least one landing light? **5.5.2** Is the air operator's pressurized aircraft equipped with Protective Breathing Equipment that will provide 15-minute supply of breathing gas at a pressure altitude of 8000 feet at each flight crew member position? **5.5.3** If the air operator will carry passengers above FL 250, has First Aid Oxygen been provided in accordance with appropriate NAM CARs **5.5.4** Is the air operator's aircraft pilot seat and any seat beside the pilot seat equipped with a safety belt that includes a Shoulder Harness? **5.5.5** Is there at least one Hand Held Fire Extinguisher accessible for immediate use and is it located in the passenger compartment? **5.5.6** Has the operator equipped the aeroplane with emergency equipment?			
Remarks:			
Print name of applicant / importer who verified all the above requirements			
Signature of applicant / importer who verified all the above requirements			
Name of Airworthiness Inspector who verified (sampled) the above requirements			

Part 5: Checklist 6 - As applicable, this part is to be completed by the applicant prior to the aircraft being operated

Additional Requirements for Airline Operations			
Checklist in conjunction with other applicable requirements, will apply in respect of the operation by a Namibian air operator, in an air transport service or in aerial work involving sightseeing operations of an aeroplane other than an aeroplane authorized to operate under Subpart 4, that has a MCTOW of more than 8618 kg (19000 lbs) for which a Namibian Type Certificate has been issued authorizing the transport of 20 or more passengers, or a helicopter that has 20 or more passenger seats.	**Acceptable**		**Not Applicable**
	Ye	No	
5.6.1(a) Is the aircraft equipped with two independent static pressure systems?			
(b) Is the aircraft equipped with a windshield wiper or rain removal system for each pilot station?			
(c) Is the aircraft equipped with heating or de-icing equipment for each carburator or an alternate air source for each pressure carburator or fuel injection system?			
(d) Is the aircraft equipped with a placard on each door that provides passenger access to a passenger emergency exit, stating that the door must be secured or locked open during take-off and landing. **5.6.2** If the aircraft is to be operated at night, is the aircraft equipped with two Landing Lights? **5.6.3** If the aircraft is to be operated into known Icing Conditions at night, is the aeroplane equipped with a means to illuminate or detect the formation of ice? **5.6.4** If the aircraft is pressurized, has Protective Breathing Equipment been provided at each station that will provide 15 minutes of breathing gas at a pressure altitude of 8000 feet? **5.6.5** If the aircraft is pressurized and will carry passengers, has First Aid Oxygen been provided? **5.6.6** Is the aircraft equipped with an Interphone System that can be operated independently of the public address system? **5.6.7** Is the aircraft equipped with a Public Address System that can be operated independently of the interphone system? See CAR 705.74 **5.6.8** Are all pilot seats and seats for each flight attendant equipped with a Crew Member Shoulder Harness that includes dual upper torso straps with single point release? **5.6.9** Has the aircraft been equipped with Lavatory Fire Equipment in accordance with appropriate STC **5.6.10** If the aircraft was initially type certificated after January 1, 1958, do all passenger compartment seat cushions meet the standards respecting Flammability Requirements for Aeroplane Seat Cushions set out in the *Airworthiness Manual*?			

Part 5: Checklist 6 - As applicable, this part is to be completed by the applicant prior to the aircraft being operated

Additional Requirements for Airline Operations (Part VII Subpart 5) (cont'd)	Acceptable		Not Applicable
	Ye	No	
5.6.11 If the aircraft was initially type certificated after January 1, 1958, has the aeroplane been equipped with Floor Proximity Emergency Escape Path Markings that meet the standards.			
5.6.12 If the aircraft is type certified to carry 60 or more passengers, have Portable Megaphones been installed as required by appropriate NAM CARs			
5.6.13 Is the aircraft equipped with the correct numbers of First Aid Kits as required by NAM CARs			
5.6.14 If the aircraft has a seating configuration of more than 100 passengers, has the aeroplane been equipped with an Emergency Medical Kit in accordance with NAM CARs			
5.6.15 Is the aircraft equipped with a Crash Axe?			
5.6.16 Is the aircraft equipped with the correct type and numbers of Hand Held Fire Extinguishers as required?			
5.6.17 If the aircraft is pressurized and will operate above FL 250, has the aeroplane been equipped with 15 minute supply portable oxygen or sufficient portable oxygen units for each flight attendant?			
5.6.18 Has the air operator equipped the aeroplane with survival equipment as appropriate?			
5.6.19 Has the survival equipment been inspected regularly in accordance with the inspection schedule set out by the company operations manual?			

Remarks:

Print name of applicant / importer who verified all the above requirements	
Signature of applicant / importer who verified all the above requirements	

Name of Airworthiness Inspector who verified (sampled) the above requirements