



## PROCEDURES/CHECKLIST FOR THE ISSUANCE/ACCEPTANCE OF A NOISE CERTIFICATE

**Applicant:** \_\_\_\_\_

**Aircraft Manufacturer:** \_\_\_\_\_

**Type/Model & Serial No.:** \_\_\_\_\_

**Registration Marks:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### S/N CHECKLIST PROCEDURE

- I Individual/organisation/operator requests for issuance/acceptance of a noise certificate
- II Applicant is issued relevant NCAA application form number FSS-AIR-FORM017, alongside completed payment slip specifying the statutory fee(s)
- III Applicant submits formal application

		<b>STATUS</b>
<b>1</b>	<b>EVALUATION OF APPLICATION FORM</b>	<b>Unsatisfactory (U)   Satisfactory (S)</b>
<b>1.1</b>	Has the application form been properly completed, and are the accompanying documents as listed therein available?	
<b>1.2</b>	Is the State of Design of the aircraft an ICAO contracting state?	
<b>1.3</b>	If granting noise certification based on approved documentation - does the noise certificate data contained in the approved document (e.g. approved flight manual, type certificate data sheet, etc.) conform to ICAO Annex 16, Vol. 1?	
<b>1.4</b>	If validating noise certification - is the noise certificate properly issued and endorsed by the issuing authority?	

**1.4 if all the items in step "1" above are satisfactory, proceed to step "3", otherwise go to step "2"**

		<b>STATUS</b>	
<b>1 REJECTION OF APPLICATION STATUS</b>		<b>Pending (P)</b>	<b>Completed (C)</b>
<b>2.1</b>	Recommend as appropriate, in the space provided below, the denial of issuance/acceptance of noise certification. Give reason(s) as to recommendation. Then, forward the recommendation to Chief Airworthiness		
<b>2.2</b>	Inform operator of the discrepancies observed in their application		

<b>3</b>		<b>STATUS</b>	
<b>ISSUANCE/ACCEPTANCE</b>		<b>Pending (P)</b>	<b>Completed (C)</b>
<b>3.1</b>	Obtain the aircraft file and, on a clean copy of the NCAA noise certificate, fill out the following information:  (i) Noise certificate number (i.e. C of R number) (ii) Registration marks (iii) Aircraft serial number (iv) Year of manufacture (v) Maximum Take-Off Weight (vi) Engine manufacturer (e.g. Rolls Royce) (vii) Engine model (e.g. JT8D-15A) (viii) Type of engine (e.g. turbofan, turboprop)		
<b>3.2</b>	Insert the noise level values as specified on the previous State of Registry noise certificate, including the certification standard. Ensure that standards are not less than requirements of Annex 16, Vol. I		
<b>NB:</b> Where previous noise certificate is not available, operator should make available the relevant copy of the page from the aircraft flight manual.			
<b>3.3</b>	Cross-check your entries into the draft copy of the noise certificate  (i) Once draft copy is adjudged to have been satisfactorily completed, prepare three original typed/computer printed copies on the actual NCAA Noise Certificate card		
<b>3.4</b>	Attach both original NCAA noise certificates		

	<p>to:</p> <ul style="list-style-type: none"> <li>- the operator's application letter</li> <li>- the copy of the payment receipt</li> </ul> <p>(i) Recommend as appropriate, in the space provided below, the issuance/ validation of the noise certificate</p> <p>(ii) Forward to the Chief, Airworthiness for endorsement</p>	
<b>3.5</b>	Once endorsed by the Chief of Airworthiness, dispatch one of the original copies, along with a covering letter, to the applicant and then file the second original copy in the respective aircraft file	
<b>3.6</b>	Insert (i) the operator's application letter/form and all related correspondence, (ii) copy of payment receipt and (iii) signed acknowledgment copy of the noise certificate and the dispatch covering letter, into Noise Certificate file if available	
<b>3.7</b>	File this Checklist Procedure, along with the third original copy of the Noise Certificate, in the Noise Certificates folder.	

**RECOMMENDATION:**

**INSPECTOR(S) NAME(S) & SIGNATURE/DATE:** \_\_\_\_\_

**APPROVED / NOT APPROVED.**

\_\_\_\_\_  
**CHIEF OF AIRWORTHINESS (Name / Signature / Date)**