



ISSUE EXPORT AIRWORTHINESS CERTIFICATE FOR AN AIRCRAFT THAT CONFORMS.

To ensure that the aircraft meets the requirements of NAMCAR Part 21.11.2, the Executive Director's delegate must:

- Receive and review application (FSS-AIR-FORM040A/12) for Export Airworthiness Certificate.
- Research applicable approved design data and ensure aircraft is eligible for export.
- Request for and obtain importing country requirements.
- Compare information on application sheet to information on aircraft file and request additional information (as required).
- Review aircraft certification documents and aircraft log books for completion and proper releases.
- Inspect Airplane Flight Manual to ensure all amendments and Manual's Supplement(s) are current.
- Review aircraft documentation and technical history for completion and proper releases.
- Inspect aircraft for conformity to type design and regulation's requirement and for safety and security.
- Assess completed FORM FSS-AIR-FORM020/11
- Advise Applicant of deficiencies noted for their rectification.
- Coordinate with Aviation Manufacturing, Aircraft Certification and/or General Aviation (as required).
- Prepare Export Airworthiness Certificate (FSS-AIR-FORM040).
- Distribute copies of Export Airworthiness Certificate (as required).
- Send all relevant documents to Records for filing

ISSUE EXPORT AIRWORTHINESS CERTIFICATE THAT SPECIFIES NON-CONFORMITY FOR AN AIRCRAFT THAT DOES NOT CONFORM

To ensure that the aircraft meets the requirements of NAMCAR Part 21.11.2, the Director's Delegate must:

- Receive and review application for Export Airworthiness Certificate.
- Research applicable approved design data and ensure aircraft is eligible for export.
- Request for and obtain importing country requirements.
- Compare information on application sheet to information on aircraft file and request additional information (as required).
- Review non-conformities to the applicable type design and research for the acceptance of the non-conformities by the state to which the aircraft is being exported.
- Review aircraft certification documents and aircraft log books for completion and proper releases.
- Inspect Airplane Flight Manual to ensure all amendments and Manual's Supplement(s) are

current.

- Review aircraft documentation and technical history for completion and proper releases.
- Inspect aircraft for conformity to type design (as applicable) and regulation's requirement and for safety and security.
- Advise Applicant of deficiencies noted for their rectification.
- Prepare Export Airworthiness Certificate.
- Distribute copies of Export Airworthiness Certificate (as required).
- Send all relevant documents for filing.

Information Notes:

- (1) *The issue of an Export Airworthiness Certificate does not constitute an authority to fly the aircraft.*
- (2) *Applications for Export Airworthiness Certificates shall be made in the form and manner prescribed in NAM-CAT-AR, which can be obtained from the NCAA's office.*
- (3) *The applicant is responsible to ensure that all major repairs and major modifications carried out prior to export are in accordance with approved data or specified data.*
- (4) *The applicant must provide a complete list of modifications, Supplementary Type Approvals (STAs) or Supplementary Type Certificates (STCs) as early as possible during the export process. The applicant may be required to supply substantiating documentation on any or all modifications, STAs or STCs as required by the NCAA. The applicant must ensure he has access to all information required to substantiate the above.*
- (5) *The owner of an aircraft for which an Export Airworthiness Certificate has been issued is responsible to forward to the importer all documents and information necessary for the proper operation of the product being exported. These documents include, as applicable:*
 - (a) *Flight manuals;*
 - (b) *Maintenance manuals;*
 - (c) *Service bulletins and assembly instructions required by the type certificate; and,*
 - (d) *Any material stipulated by the civil aviation authority of the importing state.*

The documents, information, and material can be forwarded by any means consistent with the special requirements of the civil aviation authority of the importing state.
- (6) *Applicants that have any questions, concerns or doubts as to the requirements or process, please contact the NCAA.*

EXPORT C OF A INSPECTION FORM

A/C File No:

Operator: Location:

Aircraft Type: Registration Marks:

This section is to be completed by applicant – GENERAL PART 1

a) The following checklist should be used for exportation of completed aircraft.

b) Where the Executive Director has agreed to issue an Export Airworthiness Certificate in respect of an aircraft being exported as conforming to a foreign airworthiness standard, the Executive Director is obligated to verify compliance with any special requirements specified by the importing state as a condition of shipment at the time of export. Such additional requirements can involve, for example, markings and registration, additional copies of the export airworthiness certificates, copies of maintenance records and flight manuals etc. It is the applicant's responsibility to provide NCAA with details in respect of any special requirements of the importing state.

Where an aircraft does not meet the type certificate or portions thereof, the Executive Director may issue an Export Airworthiness Certificate by providing a declaration that specifies the non-conformity to the applicable type design or any special requirement, and the acceptance of that non-conformity by the state to which the aircraft is being exported.

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

Name:

Organization:

Address:

Telephone Number:

Facsimile Number:

E-mail Address:

CONFIRMATION BY APPLICANT

To be completed by the aircraft owner or his representative to confirm that paragraph 1.1 above has been satisfied.

Aircraft Owners Name:

Telephone Number:	Date:	
Aircraft Owners Authorized Representative Name (Exporting AMO):	Note: <i>A signature in this block requires an accompanying document as evidence that the person has been duly authorized by the owner.</i>	
Telephone Number:	Date:	
Fee Submitted (as applicable): _____ Date: _____		
Part 2: To be completed by the applicant (where applicable).		
Please ensure all applicable areas are completed. Mail or deliver to the NCAA.		
2.1 Photograph, copy all (sketch) ACTUAL data plate(s) details in the space provided:		
Information Note: Note all aircraft have data plates, should this not be the case contact your NCAA		
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 Certificate Number		
Identify last major inspection and date completed: Type:	Date:	Type:
Indicate if the Inspection was conducted in accordance with the manufacturer's requirements or other maintenance schedule		
Previous foreign registration		

Additional Information: <i>Use additional sheets as required.</i>				
Part 2: To be completed by the applicant (where applicable)				
2.3 Tombstone Data: (cont'd)				
Engine	Engine # 1	Engine # 2	Engine # 3	Engine # 4
Manufacturer				
Model Number				
Serial Number				
Type Certificate Number				
Total Time Since New (TTSN)				
Total Time Since Overhaul (TTSO)				
Total Cycles Since New (TCSN)				
Total Cycles Since Overhaul (TCSO)				
Additional Information: <i>Use additional sheets as required.</i>				
Part 2: To be completed by the applicant (where applicable)				
2.4 Tombstone Data: (cont'd)				
propeller	Propeller # 1	Propeller # 2	Propeller # 3	Propeller # 4
Manufacturer				
Model Number				
Serial Number				
Type Certificate Number				
Total Time Since New (TTSN)				
Total Time Since Overhaul (TTSO)				
Additional Information: <i>Use additional sheets as required.</i>				

2.5 Tombstone Data: (cont'd)	
Auxiliary power Unit (APU)	
Manufacturer	
Model Number	
Serial Number	
Type Certificate Number	
Total Time Since New (TTSN)	
Total Time Since Overhaul (TTSO)	
Total Cycles Since New (TCSN)	
Total Cycles Since Overhaul (TCSO)	
Additional Information: <i>Use additional sheets as required.</i>	
Part 2: To be completed by the applicant (where applicable)	
2.6 Tombstone Data: (cont'd)	
Provide a list of all helicopter dynamic components as listed on the aircraft type certificate.	

This checklist shall be used to ensure the standardization of the export process and assure that all data necessary to validate the export are requested and received from the applicant. The Executive Director's Delegated Representative or ASI, responsible for the export will ensure compliance with the requirements stated herein. Enhancements or questions regarding this document may be made through the NCAA.

The responsibility rests with the applicant to ensure that all export requirements identified in the applicable Namibia Aviation Regulations and Technical Standards have been complied with and validated prior to making application for a Export Airworthiness Certificate. Any false claims identified by the NCAA Inspectors during their subsequent review will be forwarded directly to the Legal office for further action.

Part 3: Checklist - To be completed by the applicant

	Acceptable		N/A
	Yes	No	
<p>Has the aircraft been inspected and certified by a person authorized to do so?</p> <p>Inspection, including disassembly when necessary, depending on the technical history of the aircraft, shall be carried out, if the technical history is sufficient, a 100 hour inspection or equivalent shall be carried out. Has this been accomplished?</p> <p><i>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:</i></p> <ul style="list-style-type: none"> - 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; <p><i>Note 2: The aircraft owner shall submit a report (survey) to the Executive Director's Representative 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 Representative 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.</i></p>			

<p>Is the technical history of the aircraft continuous?</p>	Yes	No	N/A
<p><i>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.</i></p> <p><i>Note 2: The aircraft owner shall submit a report (survey) to the Executive Director's Representative detailing what portions of the aircraft, engines, aeronautical products lack continuity and will require disassembly and inspection.</i></p> <p><i>The Director's Representative 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.</i></p>			

<p>Part 3 - Checklist to be completed by applicant</p> <p>Is the technical history sufficient to determine the conformity and condition of the aircraft? <i>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.</i></p> <p><i>Note 2: The aircraft owner shall submit a report (survey) to the Executive Director's Representative 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 Representative 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.</i></p> <p>Is the aircraft, engine(s), propeller(s) and appliances in compliance with the applicable type certificate data sheets or aircraft specifications?</p> <p>Is the aircraft cabin in an approved configuration? <i>Note: Review against the type certificate and approved drawings.</i></p> <p>Does the importing country provide for acceptance of Export Airworthiness Certificates (EAC)?</p> <p>Was the Aircraft manufactured in a country other than Namibia by an approved manufacturer to a type design specified in a type certificate?</p> <p>Was the aircraft, if manufactured in a country other than Namibia, manufactured to a type design certified by both the Namibia and the importing country, and is there a Bilateral Airworthiness Agreement or similar arrangement between the country of manufacture and Namibia?</p> <p>Have major modifications or major repairs have been embodied. See NAMCAR Part 1 for definitions of major and minor. Has a listing of these been provided?</p> <p>Have approvals been submitted for each major modification or major repair on the aircraft?</p> <p>Have any unapproved modifications or repairs been incorporated on the aircraft, engines or any installed components that are subject to the approval requirements of NAMCAR 43</p> <p>Does the Application for a Export Airworthiness Certificate list all applicable Airworthiness Directives that have been complied with? NAMCAR Part 21.11</p> <p>Have all applicable Airworthiness Directives (or foreign equivalents) been complied with? NAMCAR Part 21.11 <i>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.</i></p>			Yes No N/A
<p>Part 3: Checklist - To be completed by the applicant</p>			
	Acceptable		N/A
	Yes	No	N/A

<p>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?</p> <p>Is the airframe, engine(s) and propeller(s) free of corrosion or within the limits prescribed by the applicable maintenance manuals? <i>Note: If corrosion is within limits provide complete details of location and identify the maintenance manual standards.</i></p> <p>Are all aircraft systems, engines, propellers, appliances and controls functioning properly?</p> <p>Have the engines, propellers, rotors, life limited components, appliances, balloon basket and burner assemblies been identified in accordance with applicable sections of the NAMCAR?</p> <p>Is the approved flight manual or approved operating limitations as applicable available for the aircraft?</p> <p>Are all applicable supplements included in the AFM?</p> <p>Is a Weight and Balance report (including lateral computations as applicable) together with an item of equipment not forming part of the type design available? <i>Note 1: The aircraft must have a current weight and balance including an Equipment list.</i></p> <p>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? <i>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.</i></p> <p>Has the aircraft journey log and other technical records been established for the aircraft as required by the NAMCAR 43?</p> <p>Are the technical records complete? <i>Note There must be no lapses in time that could affect a life limited component</i></p> <p>Are there currently any deferred defects against the aircraft? If there are, provide a list of the defects deferred.</p>			
Part 3: Checklist - To be completed by the applicant			
	Acceptable		N/A
	Yes	No	

<p>Disassembled Aircraft (if applicable) Where an aircraft is being exported as a disassembled aircraft, the holder of the Export Airworthiness Certificate shall forward the manufacturer's assembly instructions to the new owner.</p> <p>These instructions shall include the manufacturer's approved production flight test check form, along with additional instructions that provide sufficient detail to permit whatever rigging, alignment, and ground testing as necessary to ensure that the aircraft will conform to the approved configuration and type design when reassembled.</p> <p>Has this been completed?</p>			
<p>Are the following documents available: Maintenance manuals? Service Bulletins? Assembly instructions required by TC? Any other materials stipulated by the importing country?</p>			
<p>Is the aircraft available for inspection? If not when and where will it be available?</p> <p>Location: _____</p> <p>Date: _____</p> <p>—</p>			
<p>Is the aircraft currently registered? In what State? _____</p> <p>Note: <i>Foreign registered aircraft that does not have a valid C of A, must have a Flight Permit issued by their Foreign authority, and validated for flight in Namibia Airspace by the NCAA.</i></p>			
<p>Has the NCAA been advised of the impending export?</p>			
<p>Is the application for Export Airworthiness Certificate properly signed by an authorized representative and is it complete?</p>			
<p>Export certification of a used aircraft will only be made where the aircraft is, within 30 days prior to the date of the application, certified by a person as meeting the requirements of <i>Namibian Civil Aviation Regulations</i> (NAMCAR) 21, as conforming to the type design requirements specified in the application.</p> <p>Has this been accomplished?</p>			
<p>Does the information contained in this checklist match that of the Application form?</p>			
<p>To the best of my ability the information contained in the checklists is true and accurate.</p>			
<p>Print name of applicant / representative:</p>			
<p>Date:</p>			
<p>Signature of applicant / representative:</p>			

Date:			
Name of authorized representative who verified (sampled) the above requirements:			

Part 4: This part is to be completed by a the NCAA Representative

For Departmental Use Only:		
Does the airframe model number agree with the Type Certificate?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Does the engine(s) model number agree with the Type Certificate?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Does the propeller(s) model number agree with the Type Certificate?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Does the APU model number agree with the Type Certificate?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Has a flight permit been issued or validated?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Have the NAMCAR part 187 fees been submitted (if applicable)?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Has the exporter advised the NCAA of the impending export?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Has the application form in NAM-CAT-AR been review for correct information?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Will the Namibian Export Airworthiness Certificate be issued?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Date of Issue:
If yes, name of the issuing representative: _____ (Please print)		
Signature: _____		
Has the EAC been reviewed for correct information? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Has the seal been included and has it been signed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Forward the entire package to the chief of Airworthiness and file as appropriate.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
If no, has the exporter been informed in writing identifying why the Namibian Export Airworthiness Certificate was not issued?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Has the exporter / NCAA rescheduled the inspection if necessary?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Date Rescheduled:
Remarks: Note: <i>Should the aircraft not be eligible for an EAC, state the reasons why not below.</i>		