

	<p>REPUBLIC OF SOUTH AFRICA</p> <p>CIVIL AVIATION AUTHORITY</p>	<p>SACAA Private Bag X 73 Halfway House 1685</p>
<p>Tel: (011) 545-1000 Fax: (011) 545-1465 E-Mail: mail@caa.co.za</p>	<p>GENERAL NOTICE # AIR-2016/005</p>	<p>DATED 08 December 2016</p>

**RENEWAL OF CERTIFICATE OF AIRWORTHINESS (C of A) AND PROCESSING OF AIRCRAFT FLIGHT MANUALS (AFM)**

**1. Applicability**

This general Notice is applicable to all Type Certified aircraft registered in South Africa

**2. Regulatory Reference**

CAR 2011 as amended, Part 21

**3. Purpose of this General Notice**

This General Notice serves to provide guidance to aircraft owners or operators regarding the renewal of C of A and processing of AFM.

**4. Renewal of C of A**

These requirements are issued in line with the latest amendment to the Civil Aviation Regulation (14th amendment) read together with the amendment of SA-CATS 2/2016. The following requirements shall be applicable to C of A renewals (**Currency fee renewals**) as from the date of the publication of the afore-mentioned Regulations and Standards:

- a) The wording “ **Currency fee**” is replaced by – ( C of A ) **Re issuance fee** refer to CAR 21.08.5
- b) Application shall be submitted 60 days prior to C of A expiry date –refer to **CAR 21.08.12(a) (1)**.
- c) **In terms of CAR SA-CATS 21.08.12A** -The record of work accomplished may be submitted by:
  - (a) recording relevant data on the applicable annual maintenance review report form; **OR**
  - (b) attaching relevant data certified by the appropriately rated AMO, to the applicable annual maintenance review report form; **OR**
  - (c) attaching copies of the appropriate logbook pages to the applicable annual maintenance review report form.
- d) Ninety (90) days grace period is now covered in the regulations –Refer to **CAR 21.08 12(a) (4)** failure to comply will warrant action in terms of **CAR 21.08.3**.
- e) **In terms of CAR SA-CATS 21.08.12A** - If an aircraft is unserviceable at the time of the application for the renewal of the Certificate of Airworthiness, the owner/operator may lodge an application for such renewal together with appropriate fee as prescribed by Part 187. Once the outstanding documentation has been submitted to the Director, within a period of 365 days since the expiry date of the Certificate of Airworthiness, the Certificate of Airworthiness shall be processed. Furthermore, if the information provided demonstrates that the aircraft is serviceable, the Director shall process the application for the renewal.

**5. Documentation to be supplied during C of A renewal in terms of SA-CATS 21.08.12A**

1.	Application form completed in full
2.	Proof of Payment
3.	Details of Owner compared with C of R ( Certificate of Registration)
4.	Details of Operator and Operation categories applied for
5.	CA 43-02/03/05 correctly completed and up to date
6.	Release to Service correctly certified and up to date
7.	List of scheduled maintenance checks carried out
8.	List of serialised list of components replaced and/or fitted;
9.	Date of last weighing;
10.	List of Airworthiness Directives and/or Service Bulletins performed;
11.	List of Manufacturers' Mandatory instructions for Airworthiness performed; List of Modifications embodied;
12.	Most recent flight folio page.
13.	List of major repairs and the approvals
14.	Radio station license

**6. Aircraft Flight Manuals (POH)**

- As From 01 December 2016, the SACAA shall no longer be issuing a flight manual approval page.
- If an AFM, AFM amendment or AFM supplement has already been approved by the National Airworthiness Authority (NAA) responsible for issuing the Type Certificate (TC) for an aircraft, there isn't a requirement for additional approval by SACAA.
- AFM information changes, such as AFM amendments and AFM supplements, that are approved and applicable, do not need additional SACAA approval to be put into an individual aircraft's AFM.


**The registration holder must make sure that:**

- The basic AFM for the aircraft is correct and current as approved by the relevant NAA.
- All other required AFM information - such as approved AFM supplements, is present, correct and current.
- SACAA is informed of every change to the AFM information.
- Aircraft owners or operators shall be responsible for the management of Aircraft Flight Manuals (AFMs).
- Often an operator, registered operator, maintainer or pilot is contracted to keep an AFM correct and current on behalf of a registration holder. To do this, the operator, registered operator, maintainer or pilot must understand and fulfil the registration holder's AFM responsibilities.

**7. Queries**

Any queries or requests for further guidance as a result of this communications should be sent to:

**The Senior Manager, Airworthiness Department; e-mail address: [airworthiness@caa.co.za](mailto:airworthiness@caa.co.za) ( tel: 011 545 1010)**

<b>Issued by the South African Civil Aviation Authority (SACAA) and validated by::</b>		
	<b>MDUDUZI SIKHOSANA</b>	<b>08 December 2016</b>
<b>SIGNATURE OF SENIOR MANAGER</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>