



## CERTIFICATE OF AIRWORTHINESS ISSUE/RENEWAL RECOMMENDATION SURVEY REPORT

**NOTE: For renewal, please submit this form thirty (30) days prior to C of A expiry date.**

<b>AIRCRAFT DETAILS</b>							
Registration	:						
Type	:						
Serial No.	:						
C of A Category	:						
C of A Expiry Date	:						
C of A Serial No.	:						
Year of Manufacture	:						
<b>AIRCRAFT HOURS AND CYCLES</b>							
Hours flown since last C of A renewal or issue: .....							
Total Hours: ..... Total landings/cycles: .....							
<b>ENGINE DETAILS    Type:</b> .....							
POS	Serial No.	Total Eng. Hours Since New	Total Cycles Since New	TBO	Eng. Time	Date Last O/H	Date Last
<b>PROPELLER DETAILS    Type:</b> .....							
POS	Serial No.	Total Prop. Hours Since New	TBO	Time Since Last O/H	Date Last O/H		
<b>APU DETAILS    Type:</b> .....							
Serial No.	Total Since New (TSN)	Date of Last O/H	Hours Since last O/H or Last Shop Visit				

<b>1. WEIGHT AND CENTRE OF GRAVITY REVIEW</b>		
<u>Check For :</u>		
a. Date Schedule Raised	: _____	<input type="checkbox"/>
b. Last Revision Date	: _____	<input type="checkbox"/>
c. Aircraft Last Weighed Date	: _____	<input type="checkbox"/>
d. Aircraft Maximum Total Weight Authorised :	_____	<input type="checkbox"/>
<p>Modifications, repairs and configuration changes carried out since last C of A renewal  NOTE: should be taken into consideration when carrying out this review.</p>		
<b>2. AVIONICS</b>		
<u>Verify That :</u> a. Equipment is the same as that stated on Equipment List _____		
NOTE: If the equipment has been replaced/modified since last renewal of C of A, check for:		
b. Correct Log Book entries		
c. All changes have been correctly recorded and where required, modification statements have been made		
d. To assist in the confirmation of item (a), it may be necessary to carry out a physical inspection of the aircraft equipment.		
e. Electrical Load Analysis Report is satisfactory (if applicable)		
f. Operational checks & evaluations of recordings from the flight recorder systems conducted on time and necessary action taken, if required.		
g. Documentation on FDR parameter allocation conversion equations, periodic calibration & other serviceability/maintenance information maintained up-to-date.		
<b>3. MAINT. SCHEDULE REF. NO: _____ AMENDMENT: _____</b>		
a. Verify that the Schedule has been approved for the aircraft.		<input type="checkbox"/>
b. Check compliance with check cycle, life limitations requirements.		<input type="checkbox"/>
c. Check compliance with out of phase items.		<input type="checkbox"/>
d. Check compliance with structural inspections.		<input type="checkbox"/>
e. Check compliance with ageing aircraft and corrosion control program.		<input type="checkbox"/>
f. Check compliance with Airworthiness Directives mandatory modifications and inspections		<input type="checkbox"/>
<b>4. LOGBOOKS AND RECORDS</b>		
<u>Verify :</u>		
a. Hours, Landing and/or Cycles are accurately recorded.		<input type="checkbox"/>
b. Maintenance undertakings are recorded.		<input type="checkbox"/>
c. Mandatory requirements are traceable to release CRS.		<input type="checkbox"/>
d. Maintenance recorded and certified.		<input type="checkbox"/>
e. Effective monitoring of repetitive defects.		<input type="checkbox"/>
f. Work Packs are completed and appropriately certified.		<input type="checkbox"/>
g. CMR issued as required by the Approved Maintenance Schedule		<input type="checkbox"/>

<b>5. COMPUTERISED RECORDS</b>		
<u>Verify Compliance With :</u>		
a. FAA AD Bi-weekly Listing	Issue: _____	Date: _____
b. EASA AD Bi-weekly Listing	Issue: _____	Date: _____
c. State of Design/Airworthiness Directive	Issue: _____	Date: _____
d. Other Mandatory Modifications	Issue: _____	Date: _____
e. Applicable Manufacturer's Service Bulletins		
f. Component overhaul/life limited expiry dates.		
g. Compliance with out of phase maintenance requirements		
<b><i>Sample check computerised records against hard copy mandatory maintenance and inspection requirements.</i></b>		
<b>6. FLIGHT MANUAL VERIFICATION</b>		
<u>Verification that the aircraft's Flight Manual is acceptable.</u>		
a. Review FM amendment status, including supplements and change sheets - note which supplements are applicable.		_____
b. When necessary, obtain and incorporate missing information.		_____
c. Ensure that the condition of the manual and its binding are satisfactory.		_____
d. Approved MEL status against latest MMEL Revision		_____
<b>7. TECHNICAL LOG REVIEW</b>		
<u>Check For :</u>		
a. Hours/cycles are being correctly added.		_____
b. Correct numerical sequence of Technical Log Sheets.		_____
c. Defects cleared i.a.w. approved procedures.		_____
d. Deferred defects, deferrals cleared on Technical Log and transferred where required.		_____
e. Correct compilation of engine trend monitoring figures		_____
f. Log contents for completeness (check sheets, etc.)		_____
g. Repetitive defects monitored.		_____
<b>8. AIRCRAFT DOCUMENTS</b>		
<u>Check aircraft document folder, ensure the following certificates are available and valid :</u>		
a. Air Operator Certificate and Operation Specification.		_____
b. Certificates of Registration.		_____
c. Certificate of Airworthiness.		_____
d. Aircraft Radio Station License.		_____
e. Aircraft Radio License Certificates.		_____
f. Insurance Certificate.		_____
g. Noise Certificate.		_____

**9. AIRWORTHINESS AIRCRAFT PHYSICAL INSPECTION AUDIT**

**EXTERIOR**

**Check General Condition of :**

Fuselage / Wings :

- a. Signs of damage (in conjunction with records).
- b. Correct operation of : Passenger Doors  
Emergency Exits  
Cargo Doors
- c. Pitot / Static Heads and Vents


Stabilizers and Flying Controls :

- a. All surface de-ice boots. (if installed)
- b. Static wicks
- c. Ailerons
- d. Rudder
- e. Elevator
- f. Flaps


Undercarriage / Bays :

- a. Landing Gear
- b. Tyres, Wheels and Brakes
- c. Brakes pipes and units


Engines :

- a. Intakes and exhaust
- b. Fan / Compressor
- c. Propellers
- d. Cowlings
- e. Pylons


Exterior Placards :

- a. Registration Markings clear and legible
- b. Exit operating instructions
- c. Refuelling information and instructions


<p><b><u>COCKPIT</u></b></p> <p><b>Check General Condition of :</b></p> <ul style="list-style-type: none"> <li>a. Instrument panels and consoles</li> <li>b. Windscreens and windows</li> <li>c. Seats, operation</li> <li>d. Seat Harness condition</li> <li>e. Compass cards correct, legible and in date</li> <li>f. Safety Equipment :   Fire Extinguishers                                   Smoke Goggles / Masks</li> <li>g. Cockpit placards legible and correct</li> <li>h. Operations and flight manuals</li> <li>i. General cleanliness</li> </ul>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>																					
<p><b><u>CABIN</u></b></p> <p><b>Check For :</b></p> <ul style="list-style-type: none"> <li>a. General cleanliness</li> <li>b. Life Jackets in place and in date</li> <li>c. Portable oxygen cylinders charged and in date</li> <li>d. Owner's name plate (applicable and position)</li> <li>e. First aid kits, seals not broken and in date</li> <li>f. Correct complement of fire extinguishers</li> <li>g. Condition of seats and seat rails</li> <li>h. Break covers at emergency exits</li> <li>i. Placards legible and correct</li> <li>j. Toilet fire precautions</li> <li>k. Life Rafts in date</li> <li>l. Loud hailers</li> <li>m. Smoke masks</li> <li>n. Passenger and Cabin Crew seat belts and harnesses</li> <li>o. Emergency exits clear of obstructions</li> </ul>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>																					

<b>10. AUDIT REPORT AND ASSESSMENT</b>						
COMMENTS AND DISCREPANCIES:						
<b>11. (* Delete as applicable)</b>						
<p>* This aircraft and its documentation have been audited and found to be satisfactory for the purpose of a recommendation for renewal of the Certificate of Airworthiness to Civil Aviation Affairs.</p> <p>Any necessary corrective actions have been instituted under work file ref:</p> <p>* This Aircraft and its documentation have been audited and found to be unsatisfactory for the purpose of a recommendation for renewal of the Certificate of Airworthiness to Civil Aviation Affairs.</p> <p><b>Name:</b> _____ <b>Signed:</b> _____</p> <p><b>Organisation</b></p> <p><b>Stamp :</b> _____ <b>Date:</b> _____</p>						
<b>12. COMPLETION DOCUMENTATION</b>						
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