



REGISTRATION OF AIRCRAFT CHECKLIST

The following checklist is applicable for registration of an aircraft only and is additional to the requirements for an applicant for AOC/Authorisation or the addition of an aircraft to an existing AOC/Authorisation holder. This checklist is not exhaustive and is for guidance only.

Ref.: Date:

Aircraft Type: MSN: Reg. Mark:

NOTE: IN ADDITION TO ITEMS IN THIS CHECKLIST; THE OWNER/OPERATOR MUST ENSURE ADHERANCE TO BAHRAIN AIR NAVIGATION TECHNICAL REGULATIONS (ANTR) AND PROCEDURES.

S. #	Items	Target Date	Action By	Status Open / Close
1	A letter to CAA advising the intention to register an aircraft with full details including preferred registration mark.		Owner / Operator	
	BCAA Acceptance		BCAA	
2	Application for Registration (ALD/AIR/F008) complete in all respect and submitted. Note: The signatory must have Power of Attorney (to act on behalf of the owner) duly legalised.		Owner / Operator	
	Registration fees, I. A. W. Schedule of Charges (CAP-18)		Owner / Operator	
	BCAA Acceptance		BCAA	
3	Mass & Balance Document and the AFM page indicating the certified MTOW of the Aircraft		Owner / Operator	
	MTOW of the Aircraft			
	Mass & Balance Report			
4	C of A Application Form No.: ALD/AIR/F005 and C of A Survey Report (ALD/AIR/F006)		Owner / Operator	
	C of A fees, I.A.W. Schedule of Charges		Owner / Operator	
	BCAA Acceptance		BCAA	
5	An airworthiness review statement by an organisation approved/acceptable to Bahrain CAA recommending the issue of C of A. The statement to confirm that the aircraft current configuration complies with the ANTR Part-M AMC M.A 904(b) and ANTR-OPS 1 Subparts K & L.		Owner / Operator	
	BCAA Acceptance		BCAA	

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6	Implementing limit of validity established by the manufacturer to prevent widespread fatigue damage. E.g. FAA Advisory Circular - AC No.: 120-104 (if Applicable)		Owner / Operator	
	BCAA Acceptance		BCAA	
7	Submit the AOC Application (ALD/AIR/F028)		Owner / Operator	
	Assessment fees for the issue or variation of the AOC (I.A.W. Schedule of Charges)		Owner / Operator	
	BCAA Acceptance		BCAA	
8	RVSM Application Form No: ALD/AIR/F117 (with approval certification supporting documents) (If Applicable)		Owner / Operator	
	RVSM Checklist (If Applicable)		Owner / Operator	
	BCAA Acceptance		BCAA	
9	RNAV Application, Form No: ALD/OPS/F062 (with approval certification supporting documents) (If Applicable)		Owner / Operator	
	BCAA Acceptance		BCAA	
10	SSR Mode 'S' Application Form No.: ALD/AIR/F052		Owner / Operator	
	BCAA Acceptance		BCAA	
11	SELCAL Code submission for BCAA records		Owner / Operator	
	BCAA Acceptance		BCAA	
12	Radio/Navigation System Approval for Installation Application Form No.: ALD/AIR/F094		Owner / Operator	
	Copy of Radio/Navigation System Licence from Telecommunications Regulatory Authority		Owner / Operator	
	BCAA Acceptance		BCAA	
13	Proof of Ownership (Bill of sale): <u>MUST BE LEGALIZED / NOTARISED</u>		Owner / Operator	
	BCAA Acceptance		BCAA	
14	Bill of Sale / Proof of ownership in the case of the aircraft procured from a previous owner indicating that he has received full sale proceeds and has No- objection in registering the aircraft in the name of new owner (evidence to the effect that the aircraft has been purchased or wholly owned by the applicant). Submit Form ALD/AIR/F093 along with the notarised / legalised transfer of ownership legal instrument. OR Notarised Lease Agreement in original, (Notarisation must be validated by the Bahrain Ministry of Foreign Affairs) if the aircraft acquired under the lease provisions		Owner / Operator	

S. #	Items	Target Date	Action By	Status Open / Close
15	List of Board of Directors of the corporate body or undertaking		Owner / Operator	
16	Registration details of the Corporate Body / Undertaking Company.		Owner / Operator	
17	Authorisation Letter / letter of consent from the Owner (lessor / mortgaged agency) if leased / mortgaged, to Operator for the operation of aircraft.		Owner / Operator	
18	De-registration Certificate		Owner / Operator	
19	C of A for Export from the State of Registry		Owner / Operator	
	BCAA Acceptance		BCAA	
20	Submission of lease agreements (If Applicable)		Owner / Operator	
	Lease Assessment fees, I.A.W. Schedule of Charges		Owner / Operator	
	BCAA Acceptance		BCAA	
21	Statement of non-registration or de-registration from existing State of Registry		Owner / Operator	
	BCAA Acceptance		BCAA	
22	Insurance Certificate as per AIP 1.2.1.1.8		Owner / Operator	
	BCAA Acceptance		BCAA	
23	Copy of aircraft Type Certificate Data Sheet		Owner / Operator	
	BCAA Acceptance		BCAA	
24	Electrical Load Analysis Report		Owner / Operator	
	BCAA Acceptance		BCAA	
25	Record of the most recent compass swing (If Applicable)		Owner / Operator	
	BCAA Acceptance		BCAA	
26	Flight Test Report (Production)		Owner / Operator	
	BCAA Acceptance		BCAA	
	Flight Test Report (Acceptance)		Owner / Operator	
	BCAA Acceptance		BCAA	
27	Review of the AOC application (ref. item 6)		BCAA	

S. #	Items	Target Date	Action By	Status Open / Close
28	Sufficient pilots should be qualified, and type rated.		Owner / Operator	
	BCAA Acceptance		BCAA	
29	Aircraft Flight Manual for Bahrain CAA		Owner / Operator	
	BCAA Acceptance (BCAA accepts approved AFM from foreign authority type holder.)		BCAA	
30	Submission of Operations Manual		Owner / Operator	
	BCAA Acceptance		BCAA	
31	Review of RNAV Application (Item No. 8) (If Applicable)		BCAA	
32	Minimum Equipment List (MEL)		Owner / Operator	
	BCAA Approval		BCAA	
33	Current MMEL (relevant to the accepted TCDS)		Owner / Operator	
34	Maintenance Program (including manufacturer's variation limitation)		Owner / Operator	
	BCAA Acceptance		BCAA	
35	MOE Submission		Owner / Operator	
	BCAA Acceptance		BCAA	
36	Sufficient B1/B2 Certifying staff should be qualified and type rated.		Owner / Operator	
	BCAA Acceptance		BCAA	
37	Base maintenance provider		Owner / Operator	
	BCAA Acceptance		BCAA	
38	Tech Log/ Journey Log		Owner / Operator	
	BCAA Acceptance		BCAA	
39	Existing Noise Certificate/Application Form No. ALD/AIR/F035		Owner / Operator	
	BCAA Acceptance		BCAA	
40	Issue of Certificate of Registration (ref. item 2)		BCAA	

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41	BCAA to be allocated with access code/password to the aircraft type publications (AMM, CMM, IPC etc)		Owner / Operator	
	BCAA Acceptance		BCAA	
42	Issuance of C of A (ref. item 3)		BCAA	
43	Issue of AOC (ref. item 6 & 21)		BCAA	
44	Issuance of Bahrain CAA Noise Certificate (ref. item 32)		BCAA	
45	Emission Certificate		BCAA	
46	Intentional fuel venting prevention certificate		BCAA	
47	Issuance of the Radio installation certificate (ref. item 11a & 11b)		BCAA	
48	Issuance of RNAV (B-RNAV/P-RNAV) Certificate (ref. item 8 & 25) (If Applicable)		BCAA	
49	Issuance of RVSM Approval Certificate (ref. item 7a) (If Applicable)		BCAA	
50	Notifications to be sent to: ICAO (by updating and sending the IRCA list)		BCAA	
	State of Manufacturer		BCAA	
	Engine Manufacturer		BCAA	
51	Entry of Aircraft Registration in the Aircraft Registry			
50	Invoice for fees		BCAA	