



**Civil Aviation Department
Republic of Maldives**

Airworthiness Section

Airworthiness Notices

Issue 1, Amendment 0, 21 December 2011

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Chapter 0 — GENERAL INFORMATION

AN 00-01 Airworthiness Code of Practice

Purpose

This is our Code of Practice which sets out the standards and levels of service which both the aviation industry and individuals may expect from the Airworthiness section of Civil Aviation Department.

Values

- Performance: The regulation and advice we provide must meet the highest standards of professionalism and integrity.
- People: We believe in maintaining and developing excellence in our people as they are the source of our reputation and success.
- Value for Money: We must deliver value for money and continually review our activities to ensure that we operate in a cost effective way.

Information and Openness

We publish:

- Clear guidance on how to apply for, or renew, Certificates, Licences and Approvals and we define clearly the terms or privileges of Certificates, Licences and Approvals;
- The charges applicable to the grant and renewal of Certificates, Licences and Approvals;
- Safety performance statistics
- Our service standards and, annually, a report on our performance in delivering against these standards
- Additionally, to assist in clear understanding, we will provide written or oral advice about any of the foregoing and in respect of our interpretation of requirements.

Consistency

We will carry out our duties in a fair, equitable and consistent manner. While staff are expected to exercise judgement in individual cases we will have arrangements in place to promote consistency including effective liaison with other authorities and enforcement bodies as required.

Consultation

When considering changes to the requirements or regulatory framework, we believe it is important for us to invite the views of the individuals and industry we regulate and to take account of such views before implementing views.

As far as practically possible, we will maintain relationships with individuals and industry that are appropriate to continuing, positive discussion in respect of matters of mutual concern.

We will analyse, and publish a summary of the feedback we receive. We will implement actions that may help to maintain and improve services.

Standards

General Service Standards

- Our staff will be courteous and helpful
- Visitors who have a pre-arranged appointment will be met on time
- Written communications will be replied within three working days. Of course, some communications and requests for information require comprehensive responses which might take longer to prepare. In these cases we will acknowledge your correspondence within ten working days.

Approval, Certification and Licensing Service Standards

Our service standards, set in this section are based on the assumption that the following necessary inputs have been provided by you, the applicant:

- A correct and complete application
- The application is submitted on behalf of an appropriately approved organisation or suitable authorised individual
- The required and requested information in a satisfactorily and timely manner
- The appropriate fees
- Timely access to your facilities, personnel or aircraft, as we require.

Service	Standard
Continuing Airworthiness Management Organisation Approval	90 days
MCAR-145 Maintenance Organisation Approval	60 days
MCAR-M Subpart F Maintenance Organisation Approval	60 days
MCAR-66 Licence Issue/Amendment	20 working days
Results of MCAR-66 Examinations	10 working days
Registration and De-registration of aircraft	05 working days
Changes to ownership and register amendments	07 working days
Registration of Mortgages	05 working days
Permissions and Exemptions	20 working days
Reports on the results of audits and inspections	20 working days
Certificate of Airworthiness	15 working days
ARC Renewal	05 working days
Permits to Fly	20 working days

AN 00-02 Code of Practice Performance Report

It is the aim of Airworthiness section to achieve the specific service standards in Notice 00-1 on 90% of the occasions and performance against these from April – Dec 2011 is outlined in this document.

Table I: Performance Achieved

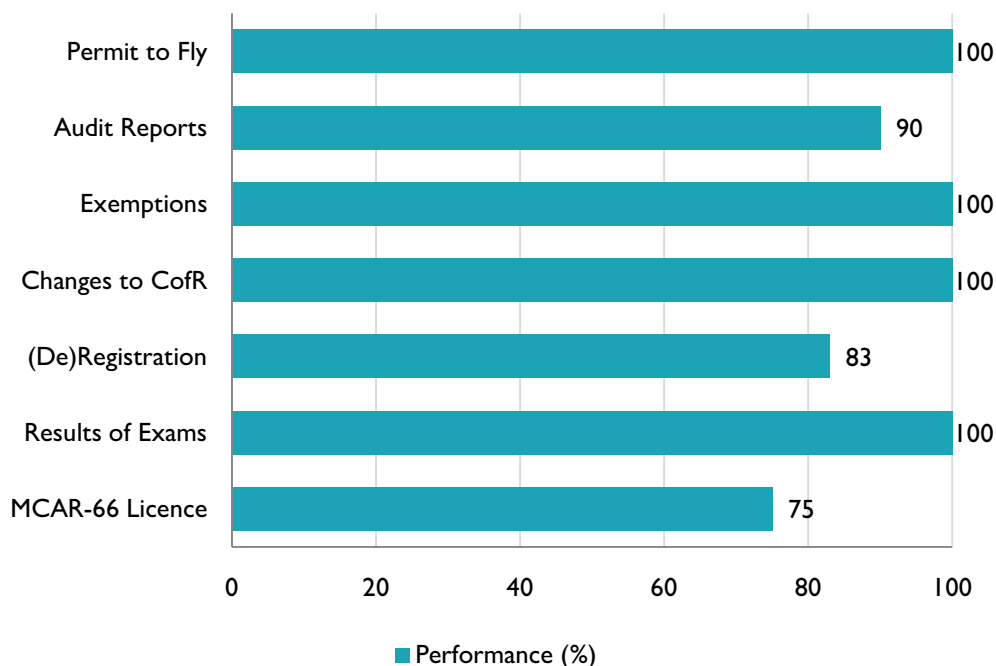
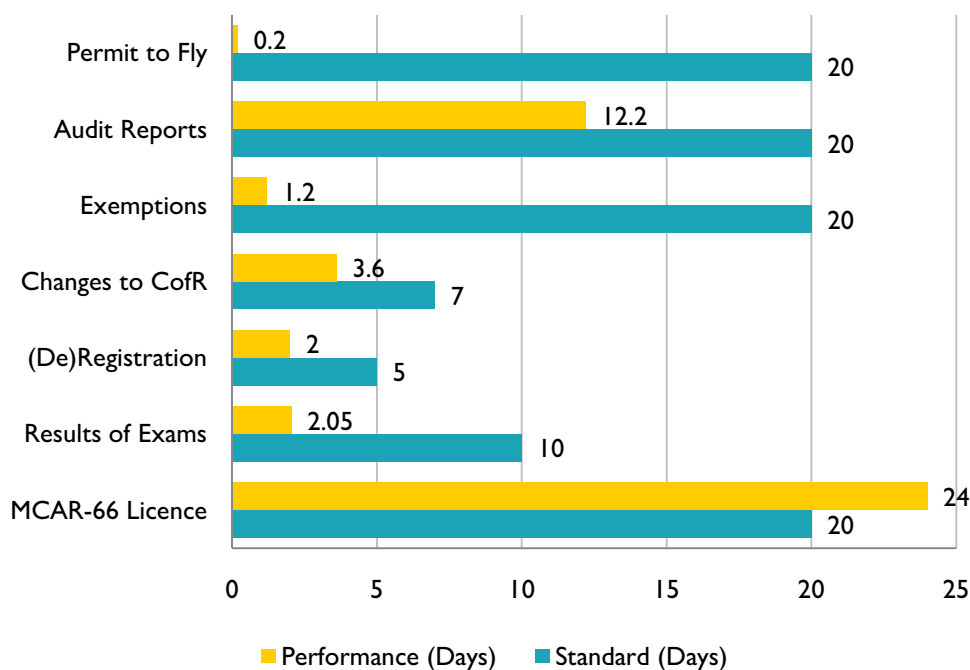


Table 2: Performance vs. Standards



AN 00-03 Adopted Material

This notice lists guidance issued by various National Aviation Authorities that have been adopted by the Department.

#	Origin	Purpose
01	UK CAA CAP 766	Light Aircraft Maintenance Programme (LAMP)
02	UK CAA CAP 562 Leaflet B-130	Problem of bogus parts
03	UK CAA CAP 562 Leaflet 5-60	Condition monitored maintenance
04	UK CAA CAP 562 Leaflet B-210/220	Scrap parts & parts from aircraft no longer in service
05	ED Decision 2011/008/R	Aircraft type rating list for MCAR-66 licence

Chapter 21 — INITIAL AIRWORTHINESS

AN 21-01 Import Requirements

Acceptance of Civil Aircraft

These Import Requirements are applicable to civil aircraft types, including any installed product, part, or appliance, which have been issued or are eligible for Type Acceptance Certificate in accordance with MCAR-21 Subpart B, where application has been made for the issue of Certificate of Airworthiness under MCAR-21 Subpart H.

CAD shall be consulted before purchasing or leasing aircraft that do not meet the requirements of this Notice. Aircraft purchased without prior consultation and agreement with CAD may not be authorised for import. A completed CAD Form ATC-02 shall be submitted with the application to import an aircraft.

New Aircraft

For an aircraft which is the “First of Type/Variant” to be type accepted by CAD, the required documentation in both Tables A and B below must be provided to CAD in accordance with MCAR-21.15.

For a “Series” aircraft (i.e., an aircraft type previously accepted by CAD), the required documentation in Table B must be provided.

Note: The documentation is only required only if it relates to, and is required by, the type design for the specific aircraft.

Note: A copy of the items marked * shall be retained by CAD. Items marked ** shall be viewed only at the time of Certificate of Airworthiness issue but must be retained by the aircraft owner/operator.

Table A

#	Document/Publication	Comments	
1	Type Certificate		*
2	Maintenance Manual		*
3	Illustrated Parts Catalogue		*
4	Overhaul Manual		*
5	Structure Repair Manual		*
6	Non-Destructive Testing Manual		*
7	Wiring Diagrams Manual		*
8	Maintenance Review Board Report		*
9	Maintenance Planning Document		*
10	Service Life & Time Limits Manual	Unless date is contained in another manual	*
11	Flight Manual		*
12	Electrical Load Analysis Report		*

13	Noise Type Certificate	Including noise data, unless published in Flight Manual	*
14	A statement from the type certificate holder or manufacturer, undertaking to provide CAD with an ongoing revision service for the operating, maintenance and service documentation.		*

Table B

#	Document/Publication	Comments	
1	Export Certificate of Airworthiness	Transfer Documents referred in 21.174 will be accepted.	*
2	Copy of each Supplemental Type Certificate (STC) embodied on the aircraft/engine/and or propellers.	Applicant must establish NAA approval/acceptance of each STC.	*
3	Statement of Compliance with Airworthiness Directives (ADs).		*
4	Certification Maintenance Requirements (CMR).	CMR status and compliance, as applicable to aircraft type.	*
5	Aircraft / Engine / Propeller / APU Log Books		**
6	Weighing Report	Individual aircraft weighing record	**
7	Flight Test Report	For new aircraft, a copy of manufacturer's Flight Test completion declaration.	*
8	Declaration of compliance with Additional National Requirements.		*
9	Cabin Configuration Control	Copy of configuration drawing (LOPA)	*
10	Radio Equipment List	Including approval status	*
11	Software Criticality List	Class 1, 2 and 3 Software declaration	*
12	Statement of Conformity		*
13	List of Derogations, Waivers and Exemptions from the Type Certificate and/or Additional National Requirements.	Must be authorized in writing by CAD/State of Registry.	*
14	Compass Check Certificate		**

Used Aircraft

In addition to the documentation specified in Table B, the required documentation specified in Table C below must also be provided for used aircraft.

Note: The documentation is only required only if it relates to, and is required by, the type design for the specific aircraft.

Table C

#	Document/Publication	Comments	
1	Aircraft/Engine/Propeller Records	Records containing total time in service and status of life limited parts. Time since last overhaul and current inspection status.	**
2	Component Overhaul/Life Limit Status	Details of lives remaining and modification status.	**
3	Previous Maintenance Records	Work Packs and Log Books	**
4	Modification Status Report	Major modifications previously embodied by Owner(s) / Operator(s), including approval status.	**
5	Repair Records	Major repairs previously embodied by Owner(s) / Operator(s), including approval status.	**

AN 21-02 Aeronautical Radio Licences

The Civil Aviation Department has been appointed by the Communication Authority of Maldives to issue aircraft radio station licence in the Maldives via a memorandum of understanding signed on 16 September 2010.

In the first stage of implementation CAD will issue aeronautical station licenses to all aircraft on the Maldivian register as required under article 29 (e) and 30 of the Chicago Convention.

To expedite this process all operators are requested to apply for radio licence via CAD Form DAP 1902 and the applicable fees with every ARC extension or initial C of A application. Operators are advised to indicate the equipment make, model, frequency range, power, emission class and (E)TSO number for each equipment to comply with the Telecommunication Act.

Chapter 66 — LICENCING

AN 66-01 Modification of MCAR-66 Licences

Changes to Type Rating List

Modifications introduced to Aircraft Type Rating List (Notice 00-03 Adopted Material #5) which results in changes to an aircraft type rating or to an engine designation in the rating of a licences already issued, the rating on the licence may be modified in the next renewal or when the licence is re-issued, unless there is an urgent reason to modify it.

Example: The previous Type Rating List stipulates ATR 42 and ATR 72 as one type. However, later amendments have split this to ATR 42 and ATR 72 as two separate type ratings. Licences with ATR-42/72 as a single type will be modified at the next renewal or re-issue and applicable new type ratings will be issued.

Errors in Licences

Immediate steps will be taken, in consultation with concerned parties, to modify/withdraw MCAR-66 licences identified to have any mistakes and/or typographical errors. This will be applied to licences issued after 01 December 2011.

Chapter M — CONTINUING AIRWORTHINESS

AN M-01 ARC Extensions

Introduction

Please be informed that, from 1st April 2011 all operators are advised to exercise the privilege granted to them under MCAR-M.901(f), which essentially states that all organisations managing the continuing airworthiness of an aircraft may extend twice for a period of one year each time the validity of an airworthiness review certificate that has been issued by CAD.

CAMO Procedures

In order to acquire the privilege the CAMO should:

- Develop procedures to verify the aircraft has been in a “controlled environment” (M.901(b)). A sample verification statement is given in ARC Form 3
- Detail the retention method for these records
- Nominate (Form 4) an acceptable person to be authorised to perform the verification exercise and sign the extension of the ARC (CAD Form 15a)
- Develop a procedure to notify the CAD when the ARC has been extended
- Amend the CAME to include the above procedures and submit to the CAD for approval

ARC Form 3 (ARC Extension Verification Form) is made available on our website. This form shall be completed and sent to us within 10 days after extension with a copy of the extended ARC. Although this is an extension CAD strongly recommends all operators to carry out an Airworthiness Review of a significant sample of the fleet operated.

Dating Protocols

- Anticipation period is up to 30 days prior to expiry of the ARC
- ARC issue date is the day the ARC is extended
- Expiry date is 12 months from expiry date of last ARC

Expiry

If the ARC has expired, prior to extension, a new ARC must be issued.

Appendix I CANCELLED & RELOCATED NOTICES

Appendix 2 RENUMBERED NOTICES

