



## ISLE OF MAN AIRCRAFT REGISTRY

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*The standards that applicants are expected to meet in order to be granted a validation, certificate, permission or approval are contained in the documentation published by the Isle of Man Aircraft Registry*

### Checklist for Certificate of Airworthiness (C of A) Issue

The following is a guide for the person/organisation responsible for presenting an aircraft and its technical records to the Isle of Man Aircraft Registry (IOMAR) Surveyor authorised to make a recommendation for the issue of a C of A. This would normally be the person/organisation identified on Form 31 as the nominated airworthiness technical representative.

Prior to requesting a survey of the aircraft and its technical records, the responsible person/organisation must have completed their own inspection of the aircraft and records and satisfied themselves that they are in a position to demonstrate that each of the applicable items on the checklist has been satisfied including, when appropriate, providing copies of documents.

If there are any items about which you are unsure, or cannot satisfy, please contact the Aircraft Registry or, if known, the assigned Surveyor to discuss a possible resolution.

**NOTE:** Any alleviations/concessions from the IOMAR requirements must be issued by the Aircraft Registry.

Items marked with \* require the Surveyor to take copies, when necessary, of the relevant documents.

**Items 1 through 3 should be provided to the Aircraft Registry, as soon as they are available before the survey.**

	<b>Item</b>	<b>Requirement</b>	<b>Complete</b>
<b>1*</b>	Proof of ownership (Bill of Sale)	Prior to the aircraft being issued with a Certificate of Registration proof of ownership in the form of a Bill of Sale.	
<b>2*</b>	Confirmation of non registration or de-registration (as applicable)	If the aircraft is new and has not been previously registered, then a certificate of non-registration is required from the State of Manufacture.  If previously registered then a certificate or statement of de-registration is required from the previous State of Registry.	
<b>3*</b>	Export Certificate of Airworthiness (or an equivalent acceptable to the Aircraft Registry)	The original Export C of A, or an acceptable equivalent, issued by the State of Registry, or in the case of a new aircraft, by the State of Manufacture, should be available for the Surveyor carrying out the aircraft survey.  See Note 5 of Form 3 (Application for a C of A) for additional information in respect of what constitutes an acceptable equivalent.	
<p><b>Note:</b> The issue of IOMAR certificates of registration, airworthiness, noise and designated airspace approval will not take place until items 1, 2 and 3 above have been addressed to the satisfaction of the Aircraft Registry</p>			

**Items 4 through 21 address airworthiness matters and must be available at the time of the aircraft survey:**

	Item	Requirement	Complete
4	Type Certificate Data Sheet (TCDS)	Confirm that the Type Certificate Data Sheet issued from the State of Design is in force, and the aircraft conforms to the Type Certificate Data Sheet.	
5	Manufacturing Certificate of Conformity (new aircraft)	If the aircraft is new, being delivered from the factory, a copy of the manufacturer's conformity statement should be provided (EASA Form 52 for EASA Member State types).	
6	Concessions or design deviations arising during manufacture	<ol style="list-style-type: none"> <li>1. Information concerning any concessions or design deviations should be provided to the Surveyor for review.</li> <li>2. If there have been none then a statement to that effect should be made.</li> </ol>	
7	Engine production or maintenance release documents  (e.g. EASA Form 1, FAA 8130-3, or TC 24-0078)	A copy of the appropriate release document for the engine(s) is to be made available to the surveyor.  <i><b>Note:</b> If the aircraft is newly built within the USA and the engine(s) are manufactured in the USA a certificate of conformity issued by the engine manufacturer is acceptable.</i>	
8	Propeller production or maintenance release documents  (e.g. EASA Form 1, FAA 8130-3, or TC 24-0078)	A copy of the appropriate release document for the propeller(s) is to be made available for the surveyor  <i><b>NOTE:</b> If the aircraft is newly built within the USA and the propeller(s) is/are manufactured in the USA then a certificate of conformity is an acceptable release document for the propeller(s).</i>	

9	<p>Modification records (Service Bulletins, Supplemental Type Certificates (STC), Major Modifications, etc.)</p>	<ol style="list-style-type: none"> <li>1. A modification statement is requested recording all modifications to the Design of the aircraft, its engine(s) and propeller(s), detailing modification reference, method of approval and date of embodiment.</li> <li>2. Copies of any STCs/Major Modifications embodied on the aircraft to be made available to the Surveyor.</li> <li>3. The maintenance records associated with embodiment of modifications should be made available to the Surveyor.</li> <li>4. If no modifications have been embodied the organisation/person presenting the aircraft should make a statement to that effect.</li> </ol>	
10	<p>Repair record</p>	<ol style="list-style-type: none"> <li>1. A repair statement is requested recording all repairs to the aircraft, its engine(s) and propeller(s), detailing repair reference, method of approval and date of embodiment.</li> <li>2. The maintenance records associated with embodiment of repairs should be made available to the Surveyor.</li> <li>3. If no repairs have been incorporated the organisation/person presenting the aircraft should make a statement to that effect.</li> </ol>	
11	<p>Airworthiness Directives (and other mandatory requirements for airworthiness)</p>	<ol style="list-style-type: none"> <li>1. A compliance statement is requested for the airframe, and each of its engine(s) and propeller(s) and any equipment fitted to the aircraft. Such statements should be dated on day of survey and signed.</li> <li>2. Compliance statements should refer to those ADs issued by the State of Design and otherwise as mandated by the DCA from time to time.</li> <li>3. Maintenance records should demonstrate the means of compliance.</li> <li>4. If no AD's are applicable the organisation/person presenting the aircraft should make a statement to that effect.</li> </ol>	
12	<p>Life limited parts (LLPs)</p>	<ol style="list-style-type: none"> <li>1. A list or record of all LLPs compiled and checked against the approved maintenance programme to ensure that the records are accurate, should be made available.</li> <li>2. Such LLP records must reflect the parts actually fitted to the aircraft.</li> </ol>	

<b>13</b>	Weighing report	<p>1. The latest weighing report/weighing record should be made available. (The period since the last weighing should not exceed that detailed in AMC 18 (refer to RP 5)).</p> <p>2. The organisation should ensure that the weighing report/weighing record data is within the limits specified in the Flight Manual/Pilot's Operating Handbook and Type Certificate Data Sheet (TCDS).</p>	
<b>14</b>	Weight schedule	<p>1. The Weight Schedule should be reviewed to ensure that it contains the latest weighing report/weighing record and provides details of the variable load (the basic equipment installed) which will then be used to calculate the disposable load of the aircraft prior to each flight.</p>	
<b>15</b>	<p>Airframe, Engine, and Propeller logbooks and associated records</p> <p>(As required by Article 17 of the Air Navigation (Isle of Man) Order 2007, Schedule 5)</p>	<p>1. All required logbooks should be made available (including historical logbooks).</p> <p>2. All logbook entries should be up to date to include the latest maintenance, hours, cycles, etc.</p> <p>3. The associated technical maintenance records (work orders, etc) including release statements/certifications for the aircraft, its engine(s) and propeller(s) should be made available for the Surveyor.</p>	
<b>16</b>	Passenger cabin configuration	<p>1. If the aircraft interior configuration is not a manufacturing standard, i.e. the interior fit was carried out in accordance with an STC or major modification; then the associated data and drawings should be available.</p> <p>2. Drawings identifying mandatory placards and exit marking should also be made available.</p>	
<b>17</b>	Flight test report (new aircraft only)	<p>The production flight test report or certificate should be made available for the Surveyor to review.</p>	

<b>18</b>	Flight Manual/Pilot Operating Handbook	<p>1. The Flight Manual/Pilot Operating Handbook stipulated on the TCDS should be available at the TC Holder's latest revision.</p> <p>2. A contents check should be carried out of the manual to ensure that the latest revision, current temporary revisions, and applicable Supplements only, have been incorporated. Where non-TC holder Supplements are required, a separate index should be included.</p>	
<b>19</b>	Placards and markings	All placards and markings required by the Air Navigation (Isle of Man) Order 2007, TC Holder, STC holders, and other design approval holders must be present and legible.	
<b>20</b>	Registration marks	The registration marks required by Article 4 of the Air Navigation (Isle of Man) Order 2007 and described in Schedule 1 Part B of the Order must have been properly applied (RP 15 provides guidance).	
<b>21</b>	Fireproof plate and radio callsign decals	<p>A fireproof plate required by the Air Navigation (Isle of Man) Order 2007, Schedule 1 Part B of the Order must be affixed to the fuselage in a prominent position.</p> <p>Radio callsign decals must be applied in a place visible to the pilot(s).</p>	

The following items are operational which should be completed prior to survey, but must be completed prior to the first flight on the Isle of Man aircraft register:

	Item	Requirement	Completed
22*	Aircraft Insurance Certificate	<p>Verify that the insurance certificate states that it meets the minimum requirements of EC Regulation 785/2004 and is current.</p> <p>Ensure that the certificate bears the registration marks assigned by the Aircraft Registry.</p>	
23*	Installed radio equipment	<ol style="list-style-type: none"> <li>1. The applicant should accurately record the aircraft radio installation on the C of A application, Form 3.</li> <li>2. All required radio equipment must be of an approved type.</li> <li>3. A check should be carried out to ensure that the equipment fit specified in the application form matches the equipment fitted to the aircraft.</li> <li>4. The Surveyor will confirm that the equipment installed on the aircraft is reflected on Form 22, by dating and signing Form 22. Any differences will be reviewed by the Surveyor and may require, if appropriate, modification related information.</li> </ol>	
24	Airspace Approval declarations RVSM, MNPS, RNAV, Cat II/III, Steep Approach (if applicable)	<ol style="list-style-type: none"> <li>1. If required, the applicant should submit an application to the Aircraft Registry for these specific operational approvals, Form 4.</li> <li>2. The applicant should demonstrate that the aircraft and equipment is compliant with specific configuration and maintenance requirements.</li> <li>3. Relevant documents should be made available.</li> </ol>	
25	ELT coding	Any ELTs carried on board the aircraft should be programmed and registered with the UK MCC (RP 13 provides guidance).	

<b>26</b>	Mode S Transponder coding	<p>1. The Mode S Aircraft Address will be allocated by the Aircraft Registry.</p> <p>2. The aircraft transponder(s) must be programmed with the allocated Address, prior to flight on the Isle of Man register.</p> <p>3. The correct transmission of the allocated Address must be demonstrated by use of the applicable test set, either to the Surveyor at the time, or by provision of a photograph of the test set readout to the Surveyor.</p> <p>4. The maintenance records should include a statement that the allocated Address has been programmed into the unit(s).</p>	
<b>27</b>	Approved maintenance programme	The maintenance programme required by Article 11 of the Air Navigation (Isle of Man) Order 2007 must have been submitted and approved prior to the survey using RP 11.	
<b>28</b>	Certificate of Release to Service (CRS)	<p>A CRS will be required for the latest maintenance, the Mode S Transponder/ELT encoding, the application of the registration marks, the fireproof plate, and radio callsign decals.</p> <p>Refer to AMC 12 &amp; 13 in RP 5 for guidance about who may issue a CRS on an Isle of Man registered aircraft.</p>	
<b>29</b>	Flight Data Recorder (FDR), Cockpit Voice Recorder(CVR)	<p>For an aircraft &gt;5700kgs MTWA confirmation that the recording performance of the CVR is satisfactory.</p> <p>For an aircraft &gt;27000kgs MTWA confirmation that the FDR recording performance is satisfactory.</p> <p>UK CAA CAP 731 provides information concerning the accomplishment of these items.</p>	
<b>30</b>	Operational and emergency equipment	The aircraft should be equipped for the intended operations. Such equipment should be properly stowed and serviceable. RP25 provides further information.	



**The following items will be completed by the Surveyor:**

<b>31</b>	Physical survey	<p>A sample survey of the airframe, wings, engines, propellers, cabin, flight deck, undercarriage, flight controls, lights, and baggage/cargo/ equipment bays should be carried out to be satisfied with the airworthiness standard and ensure freedom from obvious defects.</p> <p>The Manufacturer's data plate must be installed, legible and reflect the TC accepted by the Aircraft Registry.</p>	
<b>32*</b>	Form 23A (aircraft survey report)	To be completed by the Surveyor.	
<b>33*</b>	Form 32 (Survey findings control sheet)	For an inconclusive survey, the Surveyor will complete a Form 32 detailing the outstanding findings arising from the survey, give a copy to the aircraft owner or his representative and brief him in general terms on what action is required.	
<b>34*</b>	Form 38 (date stamp request)	<p>For an incomplete survey, the Surveyor will complete a Form 38 with the details of the individual who has been requested to date stamp the Aircraft Registry certificates once they have the agreement of the Surveyor or the Aircraft Registry to do so.</p> <p>The Surveyor will provide a detailed brief to the individual on the responsibilities being accepted.</p>	
<b>35*</b>	Form 39A (C of A recommendation)	<p>For a complete survey, the Surveyor will complete a Form 39A to recommend the issue of a C of A.</p> <p>The Surveyor will certify the airframe log book, indicating their recommendation for the issue of a C of A, when satisfied with the current state of airworthiness of the aircraft.</p>	
<b>36</b>	Issue Certificates	At the conclusion of a satisfactory survey, all certificates will be date stamped and the aircraft folder will be issued, confirming the registration of the aircraft.	