CERTIFICATION PROCESS AND SURVEILLANCE FOR GENERAL AVIATION

1.0 PURPOSE

1.1 This ORDER provides direction and guidance on the surveillance on the General Aviation after certification process for the issue of C of A and C of R as required by the Civil Aviation Regulations. This process, if followed, will lead to successful compliance with the requirements of the Regulations.

NB: General Aviation operation: An aircraft operation other than a commercial air transport operation or an aerial work operation

1.2 Under no circumstances will an applicant/operator be authorised to operate until the Authority is satisfied that the applicant/operator is capable of fulfilling the required responsibilities, and willing to comply with the Regulations in an appropriate and continuing manner.

2.0 REFERENCE

2.1 The Civil Aviation Act;
2.2 The Civil Aviation (Airworthiness) Regulations
2.3 The Civil Aviation (Operation of Aircraft) Regulations;
2.4 The Civil Aviation (Personnel Licensing) Regulations;
2.5 The Civil Aviation (Approved Maintenance Organisation) Regulations;
2.6 The Civil Aviation (Instruments and Equipment) Regulations;
2.7 ICAO Annex 6 Part II

3.0 INITIAL ENQUIRIES OR REQUESTS

3.1 Initial Enquiries

Initial enquiries or requests for application may come in various formats from individuals or organisations. These enquiries may be in writing or in the form of meetings with the Authority personnel. Requests for applications may come from inexperienced and poorly prepared individuals, from well-prepared and financially sound organisations, or from organisations and individuals ranging between these extremes.

3.2 Applicant Orientation

The inspectors should guide the applicant with information on how to acquire a set of the Civil Aviation Regulations. In addition, inspection personnel should answer general questions on the process. The inspectors should advise the enquirer to read appropriate Regulations thoroughly and understand them well.
3.3 **Preliminary Discussion**

The assigned inspector should briefly explain the requirements that the applicant must meet in operating the aircraft. The inspector should ask the applicant to schedule an appointment for further discussions, allowing enough time for the applicant to thoroughly review and understand the requirements. (Issue the applicant with the applicable AC)

3.4 The applicant must certify the authority that he has complied with the AC.

4.0 **Operating Manuals**

4.1 All operators must have the AFM or AOM. All aircraft must comply with Regulations mentioned in para 2.0 above as applicable.

5.0 **Documents of Purchase, Contracts, and Leases**

5.1 An attachment with these documents should provide evidence that the applicant has acquired aircraft, facilities and services to conduct proper maintenance. This evidence may be in the form of proof of formal purchases, leases or contractual arrangements. These documents should provide evidence that the applicant is committed to making arrangements for aircraft, supporting facilities and services as necessary for safe operation.(give actual references)

5.2 Examples of the types of equipment, facilities, and services that should be addressed in these documents, contracts, or leases include the following:

a) Aircraft;

b) Weather and Notices to Airmen (NOTAM) gathering facilities and services;

c) Communications facilities and service;

d) Flight Planning;

e) Maintenance facilities and service;

f) Aeronautical charts and related publication;

g) Airport analysis and obstruction data;

**Civil Aviation Authority**