



# **CIVIL AVIATION PUBLICATION**

## **CAP 08**

# **CERTIFICATE OF AIRWORTHINESS**

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CAP 08

CERTIFICATE OF AIRWORTHINESS

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**LIST OF ABBREVIATIONS**

AD	Airworthiness Directive
AMOC:	Alternative Means of Compliance
APU:	Auxiliary Power Unit
ARC:	Airworthiness Review Certificate
AWO:	All Weather Operations
CPDLC:	Controller/Pilot Data Link Communications
CVR:	Cockpit Voice Recorder
C of A:	Certificate of Airworthiness
DTA:	Damage Tolerant Analysis
EFB:	Electronic Flight Bag
ELT	Emergency Locator Transmitter
EVS:	Enhanced Vision Systems
FDR:	Flight Data Recorder
HUD:	Head-Up Display
ELT	Emergency Locator Transmitter
LOPA:	Layout of Passenger Accommodations
MEL:	Minimum Equipment List
MCM:	Maintenance Control Manual
MMEL:	Master Minimum Equipment List
MRI:	Maintenance Requirement Item (e.g. CMR, Airworthiness Limitation Items etc.)
NAA:	National Aviation Authority
RPA	Remotely Piloted Aircraft
RPAS	Remotely Piloted Aircraft System
RPS	Remote Pilot Station
SB:	Service Bulletin
SRM:	Structural Repair Manual
STC:	Supplemental Type Certificates
TCDS:	Type Certificate Data Sheet



## 1. INTRODUCTION

### 1.1 Applicability

This CAP is applicable for an applicant of a;

- (a) Certificate of Airworthiness (C of A); or an
- (b) Export C of A (refer to Appendix 4)

### 1.2 General

This document is a guide for the person or organisation who will be presenting an aircraft and its associated records to the CAA's Airworthiness Inspector authorised to make a recommendation that the Certificate of Airworthiness (C of A) be issued or renewed.

The C of A will normally be valid for a period of 12 months from the date of issue unless satisfactory maintenance arrangements are made by a fixed, long term contract with an appropriate organisation acceptable to the CAA. In such cases the C of A may be valid for a period of 24 months. Reference should be made to CAR AIR.57 and CAP 02 for the acceptance of satisfactory maintenance arrangements. For those aircraft currently with a C of A valid for 36 months these are "grandfathered" provided continued compliance with CAR AIR.57 and CAR AIR GEN Subpart E is demonstrated as previously required.

The person presenting the aircraft and its records would normally be the operator's Airworthiness Coordinator or Maintenance Postholder in the case of aircraft operated commercially, unless different arrangements are agreed on an individual basis in advance with the CAA. The Airworthiness Coordinator or Maintenance Postholder is responsible, prior to the aircraft inspection, for ensuring that the aircraft and its associated records meet CAA standards and requirements. Please contact the CAA if any of the items listed cannot be satisfied.

The aircraft must be positioned at an acceptable location that allows for an adequate inspection, usually a maintenance organisation, and have either aircraft or ground power available. It may be necessary to open cowlings and panels to facilitate the inspection. The depth and areas of the inspection is at the discretion of the CAA's airworthiness inspector, but as a minimum it should provide for the ability to inspect the external fuselage, wings, tail-plane (with flaps lowered), cargo holds, avionics bays, engines (with cowls open), Flight Deck and cabin with external electrical power to the aircraft. A person should be present, representing the applicant, who can perform maintenance functions and certify such things as panel removal replacements, door opening, functioning of equipment etc.

If the physical inspection of the aircraft and its associated records is satisfactory, the Airworthiness Inspector will make a recommendation to the CAA that the certificate of airworthiness may be issued. If deficiencies are found during the inspection, the Airworthiness Inspector will raise Findings for the Airworthiness Coordinator or Maintenance Postholder to correct. When Findings have been corrected evidence of the corrective actions must be supplied to the Inspector (e.g. copies of log book entries, copies of documents, photographs etc.) for his review and agreement that the Finding can be closed.



The review is done as quickly as possible but the applicant should carefully co-ordinate their intended date and time of the first flight to allow sufficient time for the review and closure by the CAA. When the Inspector is satisfied that all the Findings have been corrected he makes a recommendation to the CAA that the C of A be issued.

Please do not send original documents for those items marked with an \* in blue, as copies of the originals are sufficient to be provided to the Airworthiness Inspector on site or to be sent to the CAA.

### **1.3 Renewal**

An application for renewal of a Certificate of Airworthiness can be submitted up to 60 days prior to the expiration date without loss of validity or periodicity.



APPENDIX 1

CHECKLIST FOR THE ISSUANCE OF A CERTIFICATE OF AIRWORTHINESS

NO.	ITEM	REQUIREMENT	COMPLETED
<p><b>ITEMS REQUIRED PRIOR TO THE AIRCRAFT INSPECTION:</b></p>			
<p>The following items 1 through 2 must be submitted to the CAA prior of the aircraft inspection.</p>			
1.	* <a href="#">Form SM 02</a>	Application for the initial issue of a C of A for an aircraft registered in San Marino shall be made using <a href="#">Form SM 02</a> .	
2.	* <a href="#">Form SM 64A</a>	Application for a Nominated Airworthiness Coordinator for aircraft operated privately under <a href="#">CAR OPS 2</a> or a RPAS operated under <a href="#">CAR OPS 4</a> .	
<p><b>ITEMS REQUIRED PRIOR TO THE ISSUANCE OF THE C OF A:</b></p>			
<p>The following items 3 through 4 must be available to the Airworthiness Inspector at the time of the aircraft inspection or submitted to the CAA when available.</p>			
3.	* <a href="#">Aircraft Insurance Certificate</a>	Showing <b>T7</b> registration mark and stating in accordance with <b>EC Regulation 785/2004</b> and stating the following: (a) operator name as insured entity or additional insured; (b) policy period; (c) aircraft, model and serial number; (d) aircraft registration mark; (e) "Aviation Legal Liability Insurance Covering the Insured's Third Party Legal Liability, Bodily Injury and Property Damage, Passenger (Including Passenger's Baggage) Legal Liability, Cargo, Mail Premises, Hangar Keepers and Products Legal Liability".	
4.	* <a href="#">Export Certificate of Airworthiness or Equivalent Document</a>	An Export C of A, or an equivalent, should be available in the form of: <b>For newly manufactured aircraft</b> (a) For EASA Member State aircraft types, a Statement of Conformity (EASA Form 52). If available, an Export C of A should also be submitted. (b) For aircraft constructed outside of the European Union, an Export C of A issued by the State of Manufacturer is required. <b>For used aircraft</b> (a) An Export C of A issued by the last State of Registry confirming that the aircraft meets a certification standard acceptable to the CAA. (b) In some instances National Aviation Authorities do not issue Certificates of Airworthiness for Export. In this case, a letter from the last State of Registry confirming that the aircraft and its associated records have been inspected, and as this date the aircraft complies with the TCDS and is airworthy. (c) For aircraft imported from an EASA Member State, a C of A along with a current Airworthiness Review Certificate (ARC).	



		<i>Note: Export C of A or equivalent document issued by the last State of Registry will normally only be considered valid if received by the CAA within 60 days of the date of issue.</i>	
<b>ITEMS REQUIRED AT THE TIME OF THE AIRCRAFT INSPECTION</b>			
The following items 5 through 37 must be available to the Airworthiness Inspector at the time of the aircraft inspection.			
5.	Type Certificate Data Sheet (TCDS)	Confirmation that the CAA accepted TCDS is applicable and that the aircraft conforms to it.	
6.	Concessions or design deviations arising during manufacture	For new aircraft, any information on concessions or design deviations should be available to the Airworthiness Inspector to review.	
7.	Service Bulletin (SB) Status	Service Bulletin status list detailing SBs embodied or applied and date of embodiment (separate list for airframe, engine, propeller, APU and equipment).	
8.	Major Modifications (Supplemental Type Certificates)	Current list of all Major Modifications STCs embodied during the life of the aircraft, including any information for continuing airworthiness, design records and embodiment records.	
9.	Other Modifications	A list of all other modifications embodied on the aircraft that are not SBs or STCs, including their method of approval and date of embodiment.	
10.	Major Repairs (repairs outside of the SRM)	<ul style="list-style-type: none"> <li>(a) Current list of all major repairs embodied during the life of the aircraft including their categorisation if subject to a Damage Tolerant Analysis.</li> <li>(b) The maintenance records associated with any major repairs including their method of approval.</li> <li>(c) Current dent &amp; Buckle Chart, if available.</li> <li>(d) Current list of repairs that require repeat inspections that shows when accomplished and when next due.</li> </ul>	
11.	Airworthiness Directives (AD)	<ul style="list-style-type: none"> <li>(a) Airworthiness Directive status list for the aircraft, engines, APU and equipment, signed and dated at the time of the CAA inspection. The list should state the date of compliance and the means of compliance with the AD.</li> <li>(b) Original records of all accomplished Airworthiness Directives (work orders, certified Task Cards, logbook entries, "dirty fingerprint" records etc.)</li> </ul>	
12.	Life Limited Parts (LLP)	If the aircraft has life limited parts a summary of these must be included in the records showing the total cycles and/or hours and the cycles and/or hours, as applicable, remaining until replacement.	
13.	Maintenance Programme Next Due List	A list of all the tasks from the CAA accepted Maintenance Programme showing when they were last performed and when they are next due to be performed.	



14.	Shop Visit records for the engines	The records for the Shop Visits of the Engines installed should be available for review by the CAA's Airworthiness Inspector.	
15.	Shop Visit records for the Landing Gear	The records for the Shop Visits of the Landing Gears installed should be available for review by the CAA's Airworthiness Inspector.	
16.	Shop Visit records for the APU	The records for the Shop Visits of the APU installed should be available for review by the CAA's Airworthiness Inspector.	
17.	Airframe, Engine, APU and Propeller Log Books	<p>(a) All required Log books, including historical Log Books, should be available for the Airworthiness Inspector to review.</p> <p>(b) All Log Book entries should be up to date to include the latest maintenance, flying hours and cycles.</p> <p>(c) Any associated maintenance records (work orders, work packs etc.) including their certification should be made available for review by the CAA's Airworthiness Inspector</p> <p><i>Note: An alternative system to hard copy Log Books may be acceptable to the CAA.</i></p>	
18.	Technical Log	<p>The format of the Technical Log, as prescribed in EASA Part M.306 is acceptable with the certificate of release to service amended to comply with CAR GEN.105 (<i>applicable for aeroplanes above 5 700 kg, all turbo- jet engine aeroplanes, helicopters certificated for a maximum take-off mass exceeding 3 175 kg and RPA greater than 150 kg</i>).</p> <p>For aircraft operated commercially under an ICAO Article 83bis agreement, the Technical Log is normally the responsibility of the State of the Operator.</p> <p>For aircraft operated commercially under CAR OPS 1, the Technical Log needs to be approved by the CAA by submitting <a href="#">Form SM 128</a>.</p>	
19.	Weighing Report	<p>The latest weighing report should be made available for review by the CAA's Airworthiness Inspector.</p> <p><i>Note: The aircraft must have been weighed during the preceding 5 years.</i></p>	
20.	Weight Schedule	The Weight Schedule should be available and demonstrate that it contains the latest weighing report and provides details of the variable load (the basic equipment installed) that will then be used to calculate the disposable load of the aircraft prior to flight.	
21.	Passenger cabin configuration	A LOPA showing the current passenger cabin configuration including in particular the location and number of any required emergency equipment should be available for review by the CAA's Airworthiness Inspector.	
22.	Maintenance Requirement Items (MRI)	If applicable, a list of the Maintenance Requirement Items (e.g. CMR items) showing when they were last accomplished and when next due should be provided for review by the CAA's Airworthiness Inspector.	



		Where Airworthiness Limitations are applicable to the aircraft, the records should contain a summary that shows when the Airworthiness Limitations, Critical Design Configuration Control Limitation (CDCCL) etc. were accomplished and when next due.	
23.	Flight Test Report (new aircraft)	For new aircraft, a copy of the production flight test report should be available for review by the CAA's Airworthiness Inspector.	
24.	Flight Manual / Pilot Operating Handbook	The applicable Flight Manual/Pilot Operating Handbook should be available, up to date and include any of the required STC supplements. In addition, confirmation from the manufacturer of the latest revision of the Flight Manual should be available.	
25.	Placards and markings	All required placards and markings must be present and legible. Refer to <a href="#">CAP 02</a> for guidance.	
26.	Registration Marks	The required registration marks must be present and legible. Refer to <a href="#">CAP 01</a> for guidance. San Marino Registration Marks are required by CAR GEN Subpart H and are required to be painted or fixed by a similar means. If adhesive decal type markings have been used then the Airworthiness Coordinator or Maintenance Postholder should ensure that the accepted Maintenance Programme <a href="#">Form SM 13</a> , or approved Maintenance Programme includes an inspection to ensure they are present and legible at an appropriate maintenance check but not to exceed 500 hrs or 6 months.	
27.	Fireproof Plate	A fireproof plate bearing the San Marino nationality and registration marks must be affixed to the aircraft in a prominent position near the main entrance to the aircraft. Refer to <a href="#">CAP 01</a> for guidance.	
28.	Airspace Approvals	All Airspace approvals should have been applied for in advance of the CAA aircraft inspection. The applicant must be able to demonstrate that the aircraft and its equipment is compliant with the specific configuration and maintenance requirements. All relevant supporting documents must be available for review. Refer to Appendix 2 - Checklist for operational requirements.	
29.	Installed Radio Equipment	(a) A check should be performed to ensure that the radio equipment fitted is the same as that specified on the application form. (b) All required radio equipment must be of a type approved by the FAA or EASA.	
30.	* <a href="#">ELT Coding</a>	Any ELTs carried on board must be programmed and appropriately registered with the CAA by using <a href="#">Form SM 09</a> . <i>Note: Separate forms should be completed for each ELT.</i>	
31.	Mode S Transponder Coding	The aircraft transponders must be programmed with the allocated address issued by the CAA. The correct transmission of the allocated address must be	



		<p>demonstrated to the satisfaction of the CAA prior to the first flight.</p> <p><i>Note: This is normally demonstrated by the test results from an ATC IFR 6000 test set or equivalent showing evidence of the appropriate codes and tail number identification. Certification, showing the correct codes, should be provided for inclusion in the aircraft records.</i></p>	
32.	Flight Data Recorder	<p>For an aircraft required to have an FDR (refer to CAR OPS 2.435, 2.436, 2.445, for privately operated aircraft and CAR OPS 1.715, 1.720, 1.725, 1.726 and 1.727 for commercially operated aeroplanes and CAR OPS 3.715, 3.720, 3.725 and 3.727 for commercially operated helicopters) a confirmation that the FDR is recording satisfactorily must be provided.</p> <p>Refer to <a href="#">CAP 02</a> and <a href="#">CAP 12</a> or <a href="#">CAP 13</a>, as applicable, for further guidance.</p>	
33.	Cockpit Voice Recorder	<p>For an aircraft required to have a CVR (refer to CAR OPS 2.430, 2.431 for privately operated aircraft and CAR OPS 1.700, 1.705, 1.710 for commercially operated aeroplanes and CAR OPS 3.700 and 3.705, for commercially operated helicopters) a confirmation that the CVR is recording satisfactorily must be provided.</p> <p>Refer to <a href="#">CAP 02</a> and <a href="#">CAP 12</a> or <a href="#">CAP 13</a>, as applicable, for further guidance.</p>	
34.	* Maintenance Programme	<p>The Maintenance Programme must be accepted by the CAA for aircraft to be operated under <a href="#">CAR OPS 2</a> (applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes and helicopters certificated for a maximum take-off mass exceeding 3175 kg) or for a RPA greater than 150 kg operating under CAR OPS 4.</p> <p>(1) A maintenance programme declaration is required to be submitted using <a href="#">Form SM 13</a>.</p> <p>(2) <a href="#">CAP 12</a> provides policies and guidance on what is required to be annotated on <a href="#">Form SM 13</a>.</p> <p>The Maintenance Programme must be approved by the CAA for aircraft operated commercially under an ICAO Article 83bis agreement or <a href="#">CAR OPS 1/3</a> (Commercial Air Transport)</p> <p>(1) A formal application can be made using <a href="#">Form SM 73</a>, which is required to be sent along with <a href="#">Form SM 74</a>.</p> <p>(2) <a href="#">CAP 13</a> provides guidance on what is required to be included in a maintenance programme.</p>	



35.	* Maintenance Control Manual (MCM)	<p>A Maintenance Control Manual is required for GA aircraft operated privately under <a href="#">CAR OPS 2</a> (<i>applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes and helicopters certificated for a maximum take-off mass exceeding 3175 kg</i>) and for a RPA greater than 150 kg operating under CAR OPS 4. A MCM declaration using <a href="#">Form SM 19</a> is required to inform the CAA the details of the nominated airworthiness coordinator, those organisations with contracts to perform line and base maintenance, subcontracting of continuing airworthiness tasks, the records system in use and details of any contracted validated licensed aircraft engineers. If applicable, a copy of the Maintenance Control Manual should be available for inspection by the Inspector.</p> <p><a href="#">CAP 09</a> provides guidance on acceptable MCM.</p>	
36.	* Instruments and Equipment Compliance Statement	<p>For aircraft operated privately under <a href="#">CAR OPS 2</a>, <a href="#">Form SM 76A</a> Instruments and Equipment Compliance Statement must be completed and signed by the Airworthiness Coordinator.</p> <p>For aircraft operated commercially under <a href="#">CAR OPS 1</a>, <a href="#">Form SM 76</a> is submitted as part of the AOC application, not as part of the application for a C of A.</p>	
37.	* Contract with an NAA approved Continuing Airworthiness Management Organisation	<p>For those aircraft operated privately under CAR OPS 2 or a RPA operating under CAR OPS 4, and the applicant has requested a 24 month C of A, a copy of the contract with an acceptable CAMO, valid for at least 12 months, must be supplied. Refer to CAR AIR.57 and paragraph 20 of CAP 02 for the acceptance of satisfactory maintenance arrangements.</p>	
<p><b>ITEMS REQUIRED FROM THE CAA INSPECTOR PRIOR TO THE ISSUANCE OF THE C OF A</b></p> <p>The following items 38 through 41 must be submitted by Airworthiness Inspector following the airworthiness inspection of the aircraft and a review of its records, and the completion of any action required, where appropriate, and prior to the issuance of the aircraft certificates.</p>			
38.	<a href="#">Form SM 22A</a>	The Airworthiness Inspector will complete Form SM 22A when the inspection of the records has been completed.	
39.	<a href="#">Form SM 63</a>	At the discretion of the Director General an investigation will be completed by the Airworthiness Inspector to determine and have satisfactory evidence that the aircraft meets either FAA, Transport Canada or EASA Type Certificate standard when an Export C of A or equivalent document is unacceptable or not available.	
40.	<a href="#">Form SM 26</a>	If there are any Findings that prevent a recommendation that the C of A be issued, then the Airworthiness Inspector will complete Form SM 26 and a copy is passed to the operator's Airworthiness Coordinator or Maintenance Postholder once he is briefed on what the action is required to close the findings.	
41.	<a href="#">Form SM 23</a>	When the Airworthiness Inspector is satisfied that all Findings recorded on Form SM 26 have been corrected, he will complete Form SM 23 to recommend the C of A.	



APPENDIX 2

CHECKLIST FOR OPERATIONAL REQUIREMENTS

NO.	ITEM	REQUIREMENT	COMPLETED
<p>The following items 1 through 9 describe the operational requirements that must be met before the first flight on the San Marino aircraft register. The applicant should however make every effort to complete them before the issuance of the certificates to prevent delays in flying the aircraft.</p>			
<p>1.</p>	<p><a href="#">Form SM 15</a> Flight Crew Licence or Validation <a href="#">Form SM 58A</a></p>	<p>Application for Flight Crew Licence Validation along with supporting documentation.</p> <p>For RPA greater than 150 kg only, an application for Remote Pilot Licence along with supporting documentation</p>	
<p>2.</p>	<p><a href="#">Form SM 04</a> Designated Airspace</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2</a> or RPA operating under CAR OPS 4, <a href="#">Form SM 04</a> - Application for Designated Airspace Approval (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p>For aircraft operated commercially under <a href="#">CAR OPS 1</a>, <a href="#">Form SM 04A</a> - Application for Designated Airspace Approval - Commercial Air Transport, must be submitted as part of the AOC application, not as part of the application for a C of A.</p> <p><a href="#">CAP 04</a> provides guidance on Designated Airspace.</p>	
<p>3.</p>	<p><a href="#">Form SM 05</a> All Weather Operations (AWO)</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2</a>, <a href="#">Form SM 05</a> Application for All Weather Operations Approval (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p>For aircraft operated commercially under <a href="#">CAR OPS 1</a>, <a href="#">Form SM 05A</a> - Application for All Weather Operation Approval - Commercial Air Transport, must be submitted as part of the AOC application, not as part of the application for a C of A.</p> <p><a href="#">CAP 05</a> provides guidance on AWO.</p>	



<p>4.</p>	<p><a href="#">Form SM 06</a> Electronic Flight Bag (EFB)</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2</a>, Part II, <a href="#">Form SM 06</a> - Application for Electronic Flight Bag Approval (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p>For aircraft operated privately under <a href="#">CAR OPS 2</a>, Part I, <a href="#">Form SM 06A</a> - Declaration for Carriage of Portable EFB (<i>if applicable</i>) must be completed and submitted as a Declaration of Compliance.</p> <p><a href="#">CAP 06</a> Section 8 provides specific guidance for GA operators.</p> <p>For aircraft operated commercially under <a href="#">CAR OPS 1</a>, <a href="#">Form SM 06</a> must be submitted as part of the AOC application, not as part of the application for a C of A.</p> <p><a href="#">CAP 06</a> provides guidance on installed and portable EFB.</p>	
<p>5.</p>	<p><a href="#">Form SM 07</a> Head-Up Display (HUD) and Enhanced Vision Systems (EVS)</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2</a>, <a href="#">Form SM 07</a> - Application for HUD-EVS Approval or/and Credit (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p>For aircraft operated commercially under <a href="#">CAR OPS 1</a>, <a href="#">Form SM 07</a> must be submitted as part of the AOC application, not as part of the application for a C of A.</p> <p><a href="#">CAP 07</a> provides guidance on HUD/EVS.</p>	
<p>6.</p>	<p><a href="#">Form SM 30</a> Controller/Pilot Data Link Communications (CPDLC)</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2</a>, <a href="#">Form SM 30</a> - Application for CPDLC Approval (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p>For aircraft operated commercially under <a href="#">CAR OPS 1</a>, <a href="#">Form SM 30</a> must be submitted as part of the AOC application, not as part of the application for a C of A.</p> <p><a href="#">CAP 10</a> provides guidance on CPDLC.</p>	
<p>7.</p>	<p><a href="#">Form SM 21</a> Operation Manual</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2</a>, <a href="#">Form SM 21</a> - Operation Manual Compliance Declaration. The manual need not be submitted unless requested to support applications for activities that require a Specific Approval from the CAA under CAR OPS 2.003.</p>	
<p>8.</p>	<p><a href="#">Form SM 03</a> Minimum Equipment List (MEL)</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2</a> or RPA operating under CAR OPS 4, <a href="#">Form SM 03</a> - Application for MEL Approval for operator with tailored MEL, along with MMEL (<i>applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes and helicopters certificated for a maximum take-off mass exceeding 3 175 kg</i>) or RPA greater than 150 kg</p> <p>For aircraft operated commercially under <a href="#">CAR OPS 1</a>, <a href="#">Form SM 03</a> must be submitted as part of the AOC application, not as part of the application for a C of A.</p>	



<p>9.</p>	<p><a href="#">Form SM 29</a> Master Minimum Equipment List (MMEL)</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2</a> or RPA operating under CAR OPS 4, <a href="#">Form SM 29</a> - Application for 90 day MMEL Permission for aircraft with no MEL along with MMEL (<i>applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes and helicopters certificated for a maximum take-off mass exceeding 3 175 kg</i>) or RPA greater than 150 kg).</p>	
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## APPENDIX 3

## CHECKLIST FOR THE RENEWAL OF A CERTIFICATE OF AIRWORTHINESS

NO.	ITEM	REQUIREMENT	COMPLETED
<b>ITEMS REQUIRED PRIOR TO THE AIRCRAFT INSPECTION:</b>			
The following item 1 must be submitted to the CAA prior of the aircraft inspection.			
1.	* <a href="#">Form SM 28</a> * <a href="#">Form SM 28A</a>	Application for the Renewal of a C of A for an aircraft registered in San Marino shall be made using Form SM 28, or Form SM 28A for those aircraft currently with a 36 month C of A validity.	
The following items 2 through 22 must be available to the Airworthiness Inspector at the time of the aircraft inspection for the renewal of the C of A.			
2.	Flight Manual/Pilot Operating Handbook	The applicable Flight Manual/Pilot Operating Handbook should be available, up to date and include any of the required STC supplements. In addition, confirmation from the manufacturer of the latest revision of the Flight Manual should be available.	
3.	Service Bulletin (SB) Status	Service Bulletin status list detailing SBs embodied or applied and date of embodiment. (separate list for airframe, engine, propeller, APU and equipment)	
4.	Major Modifications (Supplemental Type Certificates)	Current list of all Major Modifications STCs embodied during the life of the aircraft, including any Information for continuing airworthiness, design records and embodiment records.	
5.	Other Modifications	A list of all other modifications embodied on the aircraft that are not SBs or STCs, including their method of approval and date of embodiment.	
6.	Major Repairs (repairs outside of the SRM)	(a) Current list of all major repairs embodied during the life of the aircraft including their categorisation if subject to a Damage Tolerant Analysis. (b) The maintenance records associated with any major repairs including their method of approval. (c) Current list of repairs that require repeat inspections that shows when accomplished and when next due.	



7.	Airworthiness Directives (AD)	<p>(a) Airworthiness Directive status list for the aircraft, engines, APU and equipment, signed and dated at the time of the CAA inspection. The list should state the date of compliance and the means of compliance with the AD.</p> <p>(b) Original records of all accomplished Airworthiness Directives (work orders, certified Task Cards, logbook entries, “dirty fingerprint” records etc.</p>	
8.	Shop Visit records for the engines	The records for the Shop Visits of the Engines installed should be available for review by the CAA’s Airworthiness Inspector.	
9.	Shop Visit records for the Landing Gear	The records for the Shop Visits of the Landing Gears installed should be available for review by the CAA Inspector.	
10.	Shop Visit records for the APU	The records for the Shop Visits of the APU installed should be available for review by the CAA Inspector.	
11.	Weight Schedule	<p>The Weight Schedule should be available and demonstrate that it contains the latest weighing report and provides details of the variable load (the basic equipment installed) that will then be used to calculate the disposable load of the aircraft prior to flight.</p> <p><i>Note: The aircraft must have been weighed during the preceding 5 years.</i></p>	
12.	Maintenance Programme	<p>For aircraft operated privately under <a href="#">CAR OPS 2</a>, a copy of <a href="#">Form SM 13</a> Maintenance Programme Declaration accepted by the CAA must be available.</p> <p>For aircraft operated commercially under an ICAO Article 83bis agreement or CAR OPS 1/3/4, a copy of the CAA approved Maintenance Programme and any associated Reliability Reports must be available</p>	
13.	Engineer’s validation certificates	If any Engineers have been authorised to perform and certify maintenance on the aircraft, copies of their validation certificates should be available.	
14.	Technical Log Book	The Technical Log, as required for aeroplanes above 5 700 kg, all turbo- jet engine aeroplanes and helicopters certificated for a maximum take-off mass exceeding 3 175 kg), and RPA greater than 150 kg, must be up to date and available.	



15.	Maintenance Control Manual	<p>For aircraft operated privately under <a href="#">CAR OPS 2</a> or RPA greater than 150 kg operating under CAR OPS 4, a copy of the up-to-date Maintenance Control Manual must be available.</p> <p>For aircraft operated commercially under an ICAO Article 83bis agreement or CAR OPS 1/3, a copy of the Maintenance Management Exposition (MME) or equivalent must be available.</p>	
16.	Minimum Equipment List (MEL)	A copy of the approved aircraft MEL must be available.	
17.	Life Limited Parts (LLP)	If the aircraft has life limited parts a summary of these must be included in the records showing the total cycles and/or hours and the cycles and/or hours, as applicable, remaining until replacement.	
18.	Maintenance Programme Next Due List	A list of all the tasks from the CAA accepted Maintenance Programme showing when they were last performed and when they are next due to be performed.	
19.	Airframe, Engine, APU and Propeller Log Books	<p>(a) All required Log books, including historical Log Books, should be available for the Airworthiness Inspector to review.</p> <p>(b) All Log Book entries should be up to date to include the latest maintenance, flying hours and cycles.</p> <p>(c) Any associated maintenance records (work orders, work packs etc.) including their certification should be made available for review by the CAA's Airworthiness Inspector.</p> <p><i>Note: An alternative system to hard copy Log Books may be acceptable to the CAA.</i></p>	
20.	<b>* Contract with an NAA approved Continuing Airworthiness Management Organisation</b>	<p>For those aircraft privately operated under CAR OPS 2 or RPA greater than 150 kg operating under CAR OPS 4 and the applicant has requested a 24 month C of A, a copy of the contract with an acceptable CAMO, valid for at least 12 months, must be supplied.</p> <p>Refer to CAR AIR.57 and paragraph 20 of CAP 02 for the acceptance of satisfactory maintenance arrangements.</p>	
21.	Flight Data Recorder	<p>For an aircraft required to have a FDR (<i>refer to CAR OPS 2.435, 2.436 for privately operated aircraft and CAR OPS 1.715, 1.720, 1.725, 1.726 and 1.727 for commercially operated aeroplanes and CAR OPS 3.715, 3.720, 3.725 and 3.727 for commercially operated helicopters</i>) a report confirming that the FDR is recording satisfactorily must be provided.</p> <p>Refer to <a href="#">CAP 02</a> and <a href="#">CAP 12</a> or <a href="#">CAP 13</a>, as applicable, for further guidance.</p>	



22.	Cockpit Voice Recorder	For an aircraft required to have a CVR ( <i>refer to CAR OPS 2.430, 2.431 for privately operated aircraft and CAR OPS 1.700, 1.705, 1.710 for commercially operated aeroplanes and CAR OPS 3.700 and 3.705, for commercially operated helicopters</i> ) a report confirming that the CVR is recording satisfactorily must be provided. Refer to <a href="#">CAP 02</a> and <a href="#">CAP 12</a> or <a href="#">CAP 13</a> , as applicable, for further guidance.	
23.	Maintenance Requirement Items (MRI)	If applicable, a list of the Maintenance Requirement Items (e.g. CMR items) showing when they were last accomplished and when next due should be provided for review by the CAA's Airworthiness Inspector. Where Airworthiness Limitations are applicable to the aircraft, the records should contain a summary that shows when the Airworthiness Limitations, Critical Design Configuration Control Limitation (CDCCL) etc. were accomplished and when next due.	
24.	Placards and markings	All required placards and markings must be present and legible. Refer to <a href="#">CAP 02</a> for guidance.	
25.	Registration Marks	The required registration marks must be present and legible. Refer to <a href="#">CAP 01</a> for guidance. San Marino Registration Marks are required by CAR GEN Subpart H and are required to be painted or fixed by a similar means. If adhesive decal type markings have been used then the Airworthiness Coordinator or Maintenance Postholder should ensure that the accepted Maintenance Programme <a href="#">Form SM 13</a> , or approved Maintenance Programme includes an inspection to ensure they are present and legible at an appropriate maintenance check but not to exceed 500 hrs or 6 months.	
<b>ITEMS REQUIRED FROM THE AIRWORTHINESS INSPECTOR PRIOR TO THE ISSUANCE OF THE RENEWAL OF THE C OF A</b>			
The following items 26 through 28 must be submitted by Airworthiness Inspector following the airworthiness inspection of the aircraft and a review of its records, and the completion of any action required, where appropriate, and prior to the new C of A.			
26.	<a href="#">Form SM 22B</a>	The inspector will complete Form SM 22B when the inspection of the records has been completed.	
27.	<a href="#">Form SM 26</a>	If there are any Findings that prevent a recommendation that the C of A be issued, then the Airworthiness Inspector will complete Form SM 26 and a copy is passed to the operator's Airworthiness Coordinator or Maintenance Postholder once he is briefed on what the action is required to close the findings.	
28.	<a href="#">Form SM 23</a>	When the Airworthiness Inspector is satisfied that all Findings recorded on Form SM 26 have been corrected, he will complete Form SM 23 to recommend the C of A.	



APPENDIX 4

CHECKLIST FOR EXPORT CERTIFICATE OF AIRWORTHINESS (C of A)

NO.	ITEM	REQUIREMENT	COMPLETED
<b>ITEMS REQUIRED PRIOR TO THE AIRCRAFT INSPECTION:</b>			
The following items 1 through 2 must be submitted to the CAA prior of the aircraft inspection.			
1.	* <a href="#">Form SM 10</a>	Application for Export C of A for an aircraft registered in San Marino shall be made using <a href="#">Form SM 10</a> .	
2.	Specific certification requirements or conditions of the importing country	The applicant is responsible for advising the SM CAA of any specific certification requirements or conditions of the importing country.	
The following items 3 through 26 must be available to the Airworthiness Inspector at the time of the aircraft inspection for the Export C of A.			
3.	Flight Manual/Pilot Operating Handbook	The applicable Flight Manual/Pilot Operating Handbook should be available, up to date and include any of the required STC supplements. In addition, confirmation from the manufacturer of the latest revision of the Flight Manual should be available.	
4.	Service Bulletin (SB) Status	Service Bulletin status list detailing SBs embodied or applied and date of embodiment (separate list for airframe, engine, propeller, APU and equipment)	
5.	Major Modifications (Supplemental Type Certificates)	Current list of all Major Modifications STCs embodied during the life of the aircraft, including any Information for continuing airworthiness, design records and embodiment records.	
6.	Other Modifications	A list of all other modifications embodied on the aircraft that are not SBs or STCs, including their method of approval and date of embodiment.	
7.	Major Repairs (repairs outside of the SRM)	<ol style="list-style-type: none"> <li>1. Current list of all major repairs embodied during the life of the aircraft including their categorisation if subject to a Damage Tolerant Analysis.</li> <li>2. The maintenance records associated with any major repairs including their method of approval.</li> <li>3, Current list of repairs that require repeat inspections that shows when accomplished and when next due.</li> </ol>	



8.	Airworthiness Directives (AD)	<p>(a) Airworthiness Directive status list for the aircraft, engines, APU and equipment, signed and dated at the time of the CAA inspection. The list should state the date of compliance and the means of compliance with the AD.</p> <p>(b) Original records of all accomplished Airworthiness Directives (work orders, certified Task Cards, logbook entries, “dirty fingerprint” records etc.</p>	
9.	Life Limited Parts (LLP)	If the aircraft has life limited parts a summary of these must be included in the records showing the total cycles and/or hours and the cycles and/or hours, as applicable, remaining until replacement.	
10.	Maintenance Programme Next Due List	A list of all the tasks from the CAA accepted Maintenance Programme showing when they were last performed and when they are next due to be performed.	
11.	Shop Visit records for the engines	The records for the Shop Visits of the Engines installed should be available for review by the CAA’s Airworthiness Inspector.	
12.	Shop Visit records for the Landing Gear	The records for the Shop Visits of the Landing Gears installed should be available for review by the CAA Inspector.	
13.	Shop Visit records for the APU	The records for the Shop Visits of the APU installed should be available for review by the CAA Inspector.	
14.	Airframe, Engine, APU and Propeller Log Books	<p>(a) All required Log books, including historical Log Books, should be available for the Airworthiness Inspector to review.</p> <p>(b) All Log Book entries should be up to date to include the latest maintenance, flying hours and cycles.</p> <p>(c) Any associated maintenance records (work orders, work packs etc.) including their certification should be made available for review by the CAA’s Airworthiness Inspector</p> <p><i>Note: An alternative system to hard copy Log Books may have been found acceptable to the CAA.</i></p>	
15.	Technical Log	The Technical Log, as required for aeroplanes above 5 700 kg, all turbo- jet engine aeroplanes and helicopters certificated for a maximum take-off mass exceeding 3 175 kg) or RPA greater than 150 kg operating under CAR OPS 4, must be up to date and available	
16.	Weighing Report	<p>The latest weighing report should be made available for review by the CAA’s Airworthiness Inspector.</p> <p><i>Note: The aircraft must have been weighed during the preceding 5 years.</i></p>	



17.	Weight Schedule	The Weight Schedule should be available and demonstrate that it contains the latest weighing report and provides details of the variable load (the basic equipment installed) that will then be used to calculate the disposable load of the aircraft prior to flight.	
18.	Maintenance Requirement Items (MRI)	If applicable, a list of the Maintenance Requirement Items (e.g. CMR items) showing when they were last accomplished and when next due should be provided for review by the CAA's Airworthiness Inspector. Where Airworthiness Limitations are applicable to the aircraft, the records should contain a summary that shows when the Airworthiness Limitations, Critical Design Configuration Control Limitation (CDCCL) etc. were accomplished and when next due.	
19.	Placards and markings	All required placards and markings must be present and legible. Refer to <a href="#">CAP 02</a> for guidance.	
20.	Registration Marks	The required registration marks must be present and legible. Refer to <a href="#">CAP 01</a> for guidance.	
21.	Fireproof Plate	A fireproof plate bearing the San Marino nationality and registration marks must be affixed to the aircraft in a prominent position near the main entrance to the aircraft. Refer to <a href="#">CAP 01</a> for guidance.	
22.	Flight Data Recorder	For an aircraft required to have an FDR (refer to CAR OPS 2.435, 2.436, 2.445, for privately operated aircraft and CAR OPS 1.715, 1.720, 1.725, 1.726 and 1.727 for commercially operated aeroplanes and CAR OPS 3.715, 3.720, 3.725 and 3.727 for commercially operated helicopters) confirmation that the FDR is recording satisfactorily must have been performed during the previous twelve months and a copy of the report in the aircraft records. Refer to <a href="#">CAP 02</a> and <a href="#">CAP 12</a> or <a href="#">CAP 13</a> , as applicable, for further guidance.	
23.	Cockpit Voice Recorder	For an aircraft required to have a CVR (refer to CAR OPS 2.430, 2.431 for privately operated aircraft and CAR OPS 1.700, 1.705, 1.710 for commercially operated aeroplanes and CAR OPS 3.700 and 3.705, for commercially operated helicopters) confirmation that the CVR is recording satisfactorily must have been performed during the previous twelve months and a copy of the report in the aircraft records. Refer to <a href="#">CAP 02</a> and <a href="#">CAP 12</a> or <a href="#">CAP 13</a> , as applicable, for further guidance.	



24.	Maintenance Programme	<p>For aircraft operated privately under <a href="#">CAR OPS 2</a>, a copy of <a href="#">Form SM 13</a> - Maintenance Programme Declaration accepted by the CAA must be available.</p> <p>For aircraft operated commercially under an ICAO Article 83bis agreement or CAR OPS 1/3/4, a copy of the CAA approved Maintenance Programme must be available</p>	
25.	Engineer's validation certificates	<p>If any Engineers have been authorised to perform and certify maintenance on the aircraft, copies of their validation certificates should be available.</p> <p>Note: For RPA greater than 150 kg operating under CAR OPS 4, copies of the RPAS Engineer licences must be provided.</p>	
<p><b>ITEMS REQUIRED FROM THE AIRWORTHINESS INSPECTOR PRIOR TO THE ISSUANCE OF THE EXPORT C OF A</b></p>			
<p>The following items 26 through 28 must be submitted by Airworthiness Inspector following the airworthiness inspection of the aircraft and a review of its records, and the completion of any action required, where appropriate, and prior to the issuance of the Export C of A.</p>			
26.	<a href="#">Form SM 66</a>	The inspector will complete Form SM 66 when the inspection of the aircraft and its technical records has been completed.	
27.	<a href="#">Form SM 26</a>	If there are any Findings that prevent a recommendation that the Export C of A be issued, then the Airworthiness Inspector will complete Form SM 26 and a copy is passed to the operator's Airworthiness Coordinator or Maintenance Postholder once he is briefed on what the action is required to close the findings.	
28.	<a href="#">Form SM 65</a>	When the Airworthiness Inspector is satisfied that all Findings recorded on Form SM 26 have been corrected, he will complete Form SM 65 to recommend the Export C of A.	