



## CIRCULAIRE

CIRC/ AIRW-17

Datum : 18/09/08

Edition : 02  
Uitgave

### OBJET :

Cette circulaire a pour but de définir les conditions que doit respecter l'exploitant pour la délivrance d'un Certificat d'Examen de Navigabilité (ARC, EASA Form 15a or EASA Form 15b), associé à un Certificat de Navigabilité, aux aéronefs immatriculés en Belgique exploités en transport aérien commercial.

### REF :

Les différentes références utilisées pour rédiger cette circulaire sont listées au chapitre I.

Le Directeur Général a.i.,  
De Directeur-generaal a.i.,

F. DURINCKX

### ONDERWERP :

Deze circulaire heeft tot doel de voorwaarden te bepalen die de exploitant moet naleven voor de uitreiking van een Certificaat van Beoordeling van Luchtwaardigheid (ARC, EASA Form 15a of EASA Form 15b), geassocieerd aan een Bewijs van Luchtwaardigheid, voor Belgisch ingeschreven luchtvaartuigen gebruikt in het handelsluchtvervoer.

### REF :

De verschillende referenties gebruikt om deze circulaire op te stellen worden opgesomd in hoofdstuk I.

L'édition 2 comprend :  
Uitgave 2 bevat

18 pages datées : 09/2008  
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01 Annexe  
Bijlage

## **I. Références**

1. Arrêté Royal du 15 mars 1954 réglementant la Navigation Aérienne.
2. Arrêté Ministériel du 13 février 1970 fixant les mesures techniques à prendre pour l'exploitation dans le transport aérien commercial des avions d'un poids total maximum autorisé égal ou supérieur à 5.700 kg.
3. Arrêté Ministériel du 12 septembre 1991 fixant les mesures techniques d'exploitation des aéronefs utilisés dans le transport aérien commercial, dont la masse totale maximale autorisée est inférieure à 5.700 kg.
4. Arrêté Ministériel du 2 août 1990 déterminant les travaux de maintenance auxquels doivent être soumis les aéronefs, les modalités d'introduction de la demande du renouvellement du certificat de navigabilité ainsi que les documents à produire en vue d'établir le maintien de la navigabilité des aéronefs.
5. Arrêté Ministériel du 12 juillet 1988 portant réglementation de la délivrance et de la tenue du carnet de route des aéronefs.
6. Règlement (CEE) No 3922/91 du Conseil du 16 décembre 1991 relatif à l'harmonisation de règles techniques et de procédures administratives dans le domaine de l'aviation, ainsi que les règlements portant modification à ce règlement.
7. Joint Aviation Requirements OPS 3 Commercial Air Transportation for helicopter (Subpart A, B, C what ever is appropriate).

## **I. Referenties**

1. Koninklijk Besluit van 15 maart 1954 tot regeling der Luchtvaart.
2. Ministerieel Besluit van 13 februari 1970 houdende reglement waarbij de technische maatregelen worden vastgesteld die moeten genomen worden voor de exploitatie van de vliegtuigen in het handelsluchtvervoer, met een hoogst toegelaten totaalgewicht van 5.700 kg en meer.
3. Ministerieel Besluit van 12 september 1991 tot vaststelling van de technische maatregelen voor de exploitatie van de in het handelsluchtvervoer gebruikte luchtvaartuigen waarvan de hoogst toegelaten totale massa lager is dan 5.700 kg.
4. Het Ministerieel Besluit van 2 augustus 1990 houdende vaststelling van de onderhoudswerken waaraan de luchtvaartuigen moeten onderworpen worden, van de modaliteiten tot indiening van de aanvraag tot vernieuwing van het bewijs van luchtwaardigheid evenals van de voor te leggen documenten teneinde het behoud van de luchtwaardigheid van de luchtvaartuigen vast te stellen.
5. Het Ministerieel Besluit van 12 juli 1988 houdende regeling van het uitreiken en bijhouden van het reisdagboek van de luchtvaartuigen.
6. Verordening (EEG) Nr. 3922/91 van de Raad van 16 december 1991 inzake de harmonisatie van technische voorschriften en administratieve procedures op het gebied van de burgerluchtvaart, alsmede de verordeningen tot wijziging van die verordening.
7. Joint Aviation Requirements OPS 3 Commercial Air Transportation for helicopter (Subpart A, B, C what ever is appropriate).

8. Règlement (CE) N°216/2008 du Parlement européen et du Conseil du 20 février 2008 concernant des règles communes dans le domaine de l'aviation civile et instituant une Agence européenne de la sécurité aérienne, et abrogeant la directive 91/670/CEE du Conseil, le règlement (CE) n°1592/2002 et la directive 2004/36/CE, ainsi que les règlements portant modification au règlement 216/2008.
9. Règlement (CE) no 2042/2003 de la Commission du 20 novembre 2003 relatif au maintien de la navigabilité des aéronefs et des produits, pièces et équipements aéronautiques, et relatif à l'agrément des organismes et des personnels participant à ces tâches (Subpart G, Subpart I), ainsi que les règlements portant modification au règlement 2042/2003.  
Décision ED N°2003/19/RM, ainsi que les décisions portant modification à cette décision.
10. Règlement (CE) no 1702/2003 de la Commission du 24 septembre 2003 établissant des règles d'application pour la certification de navigabilité et environnementale des aéronefs et produits, pièces et équipements associés, ainsi que pour la certification des organismes de conception et de production (Subpart H), ainsi que les règlements portant modification au règlement 1702/2003.  
Décision ED N°2003/1/RM, ainsi que les décisions portant modification à cette décision.
8. Verordening (EG) nr. 216/2008 van het Europees Parlement en van de Raad van 20 februari 2008 tot vaststelling van gemeenschappelijke regels op het gebied van burgerluchtvaart en tot oprichting van een Europees Agentschap voor de veiligheid van de luchtvaart, houdende intrekking van Richtlijn 91/670/EEG, Verordening (EG) nr. 1592/2002 en Richtlijn 2004/36/EG, alsmede de verordeningen tot wijziging van verordening 216/2008.
9. Verordening (EG) nr. 2042/2003 van de Commissie van 20 november 2003 betreffende de permanente luchtwaardigheid van luchtvaartuigen en luchtvaartproducten, luchtvaartonderdelen en luchtvaartuitrustingsstukken, en betreffende de goedkeuring van bij voornoemde taken betrokken organisaties en personen (Subpart G, Subpart I), alsmede de verordeningen tot wijziging van verordening 2042/2003.  
Beslissing ED N°2003/19/RM, alsook de beslissingen tot wijziging van die beslissing.
10. Verordening (EG) nr. 1702/2003 van de Commissie van 24 september 2003 tot vaststelling van uitvoeringsvoorschriften inzake de luchtwaardigheid en milieucertificering van luchtvaartuigen en aanverwante producten, onderdelen en uitrustingsstukken, alsmede voor de certificering van ontwerp en productie organisaties (Subpart H), alsmede de verordeningen tot wijziging van verordening 1702/2003.  
Beslissing ED N°2003/1/RM, alsook de beslissingen tot wijziging van die beslissing.

## **II. Modalités**

1. Cette circulaire est applicable à tous les exploitants d'aéronefs utilisés en transport commercial.
2. L'exploitant doit satisfaire aux exigences décrites dans l'annexe à la présente circulaire pour tous les aéronefs immatriculés en Belgique et inscrits sur son certificat de transporteur aérien.
3. a) Dans le cadre de l'application des chapitres 1 et 4 de l'annexe à la présente circulaire, l'exploitant doit compléter le formulaire « Certificate of Maintenance Review » (CMR), dont le modèle se trouve sur le site Internet de la DGTA, dans le cas d'une demande d'un Certificat d'Examen de Navigabilité émis par la DGTA (EASA Form 15a).  
  
b) Dans le cadre de l'application du chapitre 3 de l'annexe à la présente circulaire, l'exploitant doit compléter le formulaire « ARC Recommendation » dont le modèle se trouve sur le site Internet de la DGTA.
4. Avant le 28 septembre 2008, l'exploitant doit fournir un dossier complet satisfaisant aux exigences reprises au chapitre 1 de l'annexe à la présente circulaire pour tous les aéronefs immatriculés en Belgique et inscrits sur son certificat de transporteur aérien.
5. Après le 28 septembre 2008, l'exploitant doit se conformer à la procédure décrite dans le chapitre 2 de l'annexe de la présente circulaire pour tous les aéronefs immatriculés en Belgique et inscrits sur son certificat de transporteur aérien, si l'aéronef est en environnement contrôlé et

## **II. Modaliteiten**

1. Deze circulaire is van toepassing op alle exploitanten van luchtvaartuigen gebruikt in het handelsluchtvervoer.
2. De exploitant moet voldoen aan de eisen beschreven in de bijlage aan deze circulaire voor alle Belgisch ingeschreven luchtvaartuigen dewelke ingeschreven zijn op zijn bewijs van luchtvaartexploitant.
3. a) In het kader van de toepassing van de hoofdstukken 1 en 4 van de bijlage aan deze circulaire, moet de exploitant het formulier « Certificate of Maintenance Review » (CMR) invullen, waarvan het model op te vinden is op de internetsite van het DGLV, in het kader van een aanvraag van een Certificaat van Beoordeling van Luchtwaardigheid uitgereikt door het DGLV (EASA Form 15a).  
  
b) In het kader van de toepassing van het hoofdstuk 3 van de bijlage aan deze circulaire, moet de exploitant het formulier «ARC Recommendation » invullen waarvan het model te vinden is op de internetsite van het DGLV.
4. Voor 28 september 2008, moet de exploitant een volledig dossier voorzien welke aan de vereisten voldoet opgenomen in hoofdstuk 1 van de bijlage aan deze circulaire voor alle in België geregistreerde luchtvaartuigen ingeschreven op zijn bewijs van luchtvaartexploitant.
5. Na 28 september 2008, moet de exploitant voldoen aan de procedure beschreven in hoofdstuk 2 van de bijlage aan deze circulaire, voor alle in België geregistreerde luchtvaartuigen ingeschreven op zijn bewijs van luchtvaart exploitant en wanneer het luchtvaartuig zich in een gecontroleerde

si l'exploitant est détenteur d'un certificat PART M Subpart G autorisant la délivrance de Certificats d'Examen de Navigabilité pour le type d'aéronef concerné (ref EC 2042/2003, Annex I, M.A.711 § b).

6. Après le 28 septembre 2008, l'exploitant doit se conformer à la procédure décrite dans le chapitre 3 de l'annexe de la présente circulaire pour tous les aéronefs immatriculés en Belgique et inscrits sur son certificat de transporteur aérien, si l'aéronef n'est pas en environnement contrôlé ou si l'exploitant n'est pas détenteur d'un certificat PART M Subpart G autorisant l'émission de Certificats d'Examen de Navigabilité pour le type d'aéronef concerné (ref EC 2042/2003, Annex I, M.A.711 § b).
  7. Après le 28 septembre 2008, l'exploitant doit se conformer à la procédure décrite dans le chapitre 4 de l'annexe de la présente circulaire pour tous les aéronefs immatriculés en Belgique et inscrits sur son certificat de transporteur aérien, si la DGTA, elle-même, doit effectuer un «examen de navigabilité».
  8. L'exploitant doit développer les procédures nécessaires dans son manuel de spécifications de la gestion du maintien de la navigabilité pour répondre aux exigences de cette circulaire (CAME).
6. Na 28 september 2008, moet de exploitant voldoen aan de procedure beschreven in het hoofdstuk 3 van de bijlage aan deze circulaire voor alle in België geregistreerde luchtvaartuigen ingeschreven op zijn bewijs van luchtvaartexploitant en wanneer het luchtvaartuig zich niet in een gecontroleerde omgeving bevindt of de exploitant geen houder is van een certificaat PART M Subpart G dat de uitreiking van Certificaten van Beoordeling van Luchtwaardigheid toelaat voor het betreffende type van luchtvaartuig. (zie EG 2042/2003, Annex I, M.A.711 § b).
  7. Na 28 september 2008, moet de exploitant voldoen aan de procedure beschreven in hoofdstuk 4 van de bijlage aan deze circulaire voor alle in België geregistreerde luchtvaartuigen ingeschreven op zijn bewijs luchtvaartexploitant, als het DGLV zelf een "beoordeling van luchtwaardigheid" moet uitvoeren.
  8. De exploitant moet de noodzakelijke procedures in zijn beschrijving van permanent luchtwaardigheidsmanagement ontwikkelen om aan de vereisten van deze circulaire te beantwoorden (CAME).

### III. Définition et abréviations

#### a) Définition

Un aéronef dans un environnement contrôlé est un aéronef géré en permanence par un organisme de gestion du maintien de la navigabilité agréé selon la sous-partie G de la Partie-M.A. du règlement CE N°2042/2003, qui n'a pas changé d'organisme au cours des douze derniers mois, et qui est entretenu par des organismes de maintenance agréés.

#### b) Abbréviations

- |   |  |
|---|--|
| 1. AD : Airworthiness Directive.  | 21. ESM : Engine Shop Manual.                  |
| 2. ADD : Acceptable Deferred Defect.  | 22. ETOPS : Extended Twin Engine Operations.   |
| 3. AFM : Aircraft Flight Manual.  | 23. FCOM : Flight Crew Operating Manual.       |
| 4. AMM : Aircraft Maintenance Manual.   | 24. FIM : Fault Isolation Manual.              |
| 5. AOM : Aircraft Operation Manual.   | 25. HIL : Hold Item List.                      |
| 6. APU : Auxiliary Power Unit.  | 26. LLP : Life Limited Part.                   |
| 7. ARC : Airworthiness Review Certificate, Certificat d'Examen de Navigabilité, Certificaat van Beoordeling van Luchtwaardigheid. | 27. MEL : Minimum Equipment List.              |
| 8. ASR : Air Safety Report.   | 28. MPD : Maintenance Planning Document.       |
| 9. ATL : Aircraft Tech Log.   | 29. QRH : Quick Reference Handbook.            |
| 10. AWOPS : All Weather Operations.   | 30. RVSM : Reduced Vertical Separation Minima. |
| 11. BCAA : Belgian Civil Aviation Authority.  | 31. SB : Service Bulletin.                     |
|   | 32. SRM : Structural Repair Manual.            |

### III. Definitie en afkortingen

#### a) Definitie

Een luchtvaartuig in een gecontroleerde omgeving is een luchtvaartuig continu beheerd door een volgens Part M Subpart G van de verordening EG nr. 2042/2003 goedgekeurde organisatie voor permanente luchtwaardigheid, welk de laatste twaalf maanden niet veranderd is van organisatie en welk onderhouden is door erkende onderhoudsorganisaties.

#### b) Afkortingen

<p>12. CAME : Continuing Airworthiness Management Exposition, manuel de spécifications de la gestion du maintien de la navigabilité, beschrijving van permanent luchtwaardigheidsmanagement.</p> <p>13. CMR : Certificate of Maintenance Review.</p> <p>14. CofA : Certificate of Airworthiness.</p> <p>15. CPCP : Corrosion Prevention and Control Program.</p> <p>16. CRS : Certificate of Release to Service.</p> <p>17. DGLV : Directoraat-Generaal Luchtvaart.</p> <p>18. DGTA : Direction Générale du Transport Aérien.</p> <p>19. DOA : Design Organisation Approval.</p> <p>20. EASA : European Aviation Safety Agency.</p>	<p>33. SSID : Supplemental Structural Inspection Document.</p> <p>34. STC : Supplemental Type Certificate.</p> <p>35. TC : Type Certificate.</p> <p>36. TCDS : Type Certificate Data Sheet.</p> <p>37. TFIR : Technical Flight Incident Report.</p>
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#### **IV. Site internet de la DGTA**

Les formulaires à utiliser pour l'application de cette circulaire se trouvent à l'adresse suivante : [www.mobilite.fgov.be](http://www.mobilite.fgov.be) : AIR/ les formulaires/ Aviation Commerciale.

#### **IV. Internet site van het DGLV**

De te gebruiken formulieren voor de toepassing van deze circulaire bevinden zich op het volgende adres : [www.mobilite.fgov.be](http://www.mobilite.fgov.be) : Lucht/ Formulieren/ Commerciële Luchtvaart.



*Federal Public Service  
Mobility and Transport  
Civil Aviation Authority*

**BELGIUM CIVIL AVIATION AUTHORITY  
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**CIRCULAR AIRW-17  
AIRWORTHINESS REVIEW CERTIFICATE  
ANNEX**



## **1. ISSUANCE OF AN ARC BY THE BCAA**

### **A. AIRCRAFT RECORD REVIEW**

The aircraft relevant records shall be reviewed by the appropriately approved PART M Subpart G operator and, if applicable, by the operator's subcontracted technical services (engineering) to determine that the tasks necessary to maintain the airworthiness of the aircraft are duly performed.

In determining the technical status of the aircraft, due account shall be taken of the following

- a. Compliance with the requirements of the Approved Maintenance Programme.
- b. The periods between removal of engines and aircraft components prescribed in the Approved Maintenance Schedule and/or the Component Operating and Storage Limits.
- c. Airworthiness Directives applicable to the aircraft, its engines and its components.
- d. The Manufacturer's Service Bulletins.
- e. The deferred defects (operation and maintenance).
- f. The status of modifications.
- g. The status of repairs.

The aircraft and its records shall be in a condition acceptable to the Belgian Civil Aviation Authority (BCAA) for such inspections that are considered necessary by the BCAA. The BCAA may then decide on any additional work required to permit issuance of the Airworthiness Review Certificate (ARC, EASA Form 15a), if applicable.

### **B. AIRCRAFT PHYSICAL SURVEY**

The aircraft shall satisfy to a physical inspection performed by the operator with the assistance of appropriately qualified PART-66 personnel. This inspection shall determine that the aircraft is in conformity with its records and with the latest revision of its type design.

This inspection may be anticipated by a maximum period of 90 days on date of expiry of the ARC.

This inspection shall contain at least the following steps :

1. Review of the documentation on board : AFM, AOM, MEL, CofA, ARC, Insurance, ATL, radio licence, ADD sheets, QRH, Noise certificate, certificate of registration, Occurrence reporting form (ASR,...). For this inspection, it shall be necessary to

check the conformity of these documents with the technical situation of the aircraft (STC, ADs, SBs,...) in accordance with the basic certification documentation.

2. Cabin inspection : during this inspection, the conformity of the cabin configuration with the approved lay-outs (Emergency lay-out, Cabin lay-out) , the conformity with the Aircraft Maintenance Program concerning the emergency equipment follow-up and the correct working of the cabin lights (emergency, no smoking, fasten seat belt) shall be verified.
3. External inspection : this inspection is a general walk around inspection aimed to verify that the aircraft is in a correct condition with regard to maintenance data (brakes and wheels condition, absence of leaks, absence of structural damage not properly managed, correct working of the exterior emergency lights, ...). Moreover, the exactness of the current repair status and the appropriate control documentation (used in paragraph A of this Chapter 1) with the technical situation of the aircraft shall be verified.

In addition, this inspection shall determine that all the required markings and placards are properly installed (fire proof identification plates, emergency markings,...)

The result of this physical inspection shall be certified in the CMR or in the ARC recommendation in case of a recommendation issued in accordance with chapter 2 of this circular.

Furthermore, the BCAA may decide to perform an inspection of the aircraft before the issuance of an Airworthiness Review Certificate.

If a flight test is necessary, the applicant must inform the BCAA sufficiently in advance to allow the eventual participation of the BCAA to this flight. In any case, a copy of the flight test report signed for acceptance of the aircraft by the captain on duty and the appropriate PART M Subpart G authorised personnel shall be given to the BCAA after completion of the test flight.

### **C. APPLICATION**

The Airworthiness Review Certificate renewal application form (Demande d'expertise/Expertise aanvraag), copies of which may be obtained from the BCAA, shall be completed and returned to the BCAA at least 30 days ahead of the ARC expiration date.

The appropriate charges, prescribed in the "Code de l'Air/Luchtwetboek" (Ref. A.R. / K.B. 14.02.2001, Art. 2 § 1<sup>er</sup> 8°), must be paid in advance. The application form will be accompanied by a document showing evidence that the fees have been effectively paid.

If any additional BCAA investigations are needed to permit issuance of the ARC, the applicant will be charged to pay the additional costs.

In addition to the application form the following documents, duly completed, will be provided to the BCAA at least 15 working days ahead of the ARC expiration date :

- a. Certificate of Maintenance Review (CMR) including the Certificate of Maintenance Review Check List (these documents are available on the BCAA Web Site);
- b. Aircraft and component inspection follow-up (CPCP, Hard Time, LLP, SSID);
- c. Aircraft, engines and propellers, landing gears, where applicable, flight time and flight cycles records;
- d. Copy of the deferred operation and maintenance defect reports (ADD's or HIL, other items carried over,...);
- e. Airworthiness Directives status for the aircraft, its engines, APU and components;
- f. List of modifications (including all STC's, SB's and other approved modifications) and repairs performed : the repairs list shall clearly indicate the references to the data used for approval of these repairs (SRM, DOA approval, FAA Form 8110-3, FAA Form 8100-9, ...). Moreover, all modifications and repairs that imply a specific follow-up (as maintenance task, inspection,...) shall be clearly identified. When the repair is not done in accordance with the SRM, a copy of the necessary approved data, not already sent to the BCAA, must be furnished to the BCAA;
- g. Maintenance check(s) performed, as required by the Approved Maintenance Programme ;
- h. Aircraft inspection forecast;
- i. A recapitulative list of all TFIRs and their follow-up, occurrence reports, concessions/deviations and MEL extensions that occurred since last renewal, shall be provided.

The operator's responsible personnel shall sign all these documents : the operator's Quality Manager and the engineering responsible (whether or not subcontracted).

The complement to the above documents covering the period between the date of issue of the CMR and the date of ARC renewal, shall be presented to the BCAA a few days before the ARC expiration date.

The BCAA will issue an ARC (EASA form 15a) when all the requirements of this circular are satisfactorily met.

## **2. AIRWORTHINESS REVIEW AND ISSUANCE OF AN ARC BY AN APPROPRIATELY APPROVED PART M SUBPART G ORGANISATION**

### **A. CONDITIONS**

After 28 September 2008, if an aircraft is in a controlled environment and if the commercial operator is an approved PART M Subpart G organization with the additional privileges of performing Airworthiness Reviews, the appropriately accepted Airworthiness Review Staff of this operator may issue an ARC (EASA Form 15b) if the aircraft has satisfied to an airworthiness review performed in accordance with EASA EC 2042/2003, Annex I, Subpart G, M.A.710.

### **B. PROCEDURE TO BE FOLLOWED BY THE OPERATOR**

The approved PART M Subpart G organization shall ensure the performance of a complete review of the aircraft records and of a physical survey. This review may be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern to allow the physical survey during a maintenance check. If an airworthiness review is inconclusive, the approved PART M Subpart G organization must inform the BCAA without any delay.

### **C. FULL DOCUMENTED REVIEW (ref EC N 2042/2003, ANNEX I, M.A.710 (a))**

For this part, the approved PART M Subpart G organization shall ensure at least a verification of the following documents. A sample check within each document category should be carried out as a minimum :

1. the flight hours, flight cycles of the airframe, engines, propellers and APU are correctly recorded ; and
2. the flight manual and supplements applicable to the aircraft current configuration are correct and the up-date is correctly maintained. In this case, if applicable, a verification of the conformity of the AOM/FCOM is necessary ; and
3. all maintenance due on the aircraft and in accordance with the approved maintenance program have been carried out and correctly recorded. A verification of the availability of the latest revision of approved maintenance data shall be done (AMM, FIM, SRM, MRB/MPD, ESM...) ; and
4. all known defects are correctly corrected, when applicable, or carried forward in a controlled manner (in accordance with the maintenance data : MEL, SRM,...) ; and
5. all required ADs have been applied and adequately recorded ; and
6. all modifications and repairs applied to the aircraft are performed in accordance with the regulation EC 1702/2003 and are adequately recorded ; and

7. all life limited components (Landing Gears, hard time, engines,...) are properly identified, followed without overdue ; and
8. all maintenance is released properly (ATL, CRS, EASA Form one or equivalent). A verification of work packages shall be done ; and
9. the weight and balance must be up to date taking into account the current aircraft configuration and the time limitation between two weighings ; and
10. the aircraft complies with the latest revision of its type design approved by EASA.

#### **D. PHYSICAL SURVEY (ref EC N 2042/2003, ANNEX I, M.A.710 (b))**

For the physical survey, if the Airworthiness Review Staff is not appropriately qualified to PART-66, he must be assisted by such qualified personnel to carry out this survey.

Through the physical survey, the Airworthiness Review Staff shall ensure the aircraft is airworthy and in accordance with the technical records. This survey shall contain the following verifications (see also the chapter 1 paragraph B of this annex) :

1. all required placards and markings are properly installed ; and
2. the conformity of the aircraft with the latest approved AFM and supplements ; and
3. the configuration of the aircraft complies with the approved documentation (Layout,...) ; and
4. there is no evidence of defects not properly followed ; and
5. there are no inconsistencies resulting from the document review.

#### **E. GENERALITIES**

In this specific case, the approved PART M Subpart G organization may extend twice the validity of the ARC (EASA Form 15b) for a period of one year each time.

In such case, the Airworthiness Review Staff must perform a full Airworthiness Review, as described in paragraph C “Full documented review” and in paragraph D “Physical survey”, every 3 years. During this period, every year, the Airworthiness Review Staff shall verify and state by a signature on the ARC (EASA Form 15b) that the aircraft is still in a controlled environment. An Airworthiness Review is not required to issue the statement about the continuous compliance with the controlled environment requirements.

The operator must retain a copy of each Airworthiness Review Certificate issued together with all supporting documents (investigations reports,...).

The operator must send a copy of the Airworthiness Review Certificate to the BCAA within 10 working days after extension (each year) and after airworthiness review (every three years).

### **3. ISSUANCE OF AN ARC BY THE BCAA BASED ON A RECOMMENDATION FOR THE ISSUANCE OF AN ARC**

#### **A. CONDITIONS**

After 28 September 2008, the recommendation for the issuance of an ARC is necessary in three cases.

1. The commercial operator is a PART M Subpart G organization not approved for Airworthiness Review for the type of aircraft involved. In this case, the Airworthiness Review on the corresponding type of aircraft must be contracted to another approved PART M Subpart G organization holding the additional privileges of performing Airworthiness Reviews for the type of aircraft involved.
2. For the importation of an aircraft.
3. The aircraft is not in a controlled environment.

#### **B. PROCEDURE TO BE FOLLOWED BY THE OPERATOR**

The operator must send the « ARC Recommendation » and the applicable annexes related to the aircraft record review and the physical survey, issued by the appropriately approved PART M Subpart G organization and signed by the appropriate Airworthiness Review Staff, to the BCAA, with in annex a copy of the physical survey and the document review compliance reports. These documents must be sent to the BCAA at least 15 working days before the ARC expiration date.

In case of aircraft importation, the applicant should inform the BCAA at least 10 working days in advance of the time and location of the airworthiness review in order to allow for possible participation of BCAA representatives.

#### **C. CONTENT OF THE RECOMMENDATION (ref EC N 2042/2003, ANNEX I, M.A.901 (d))**

The recommendation should contain at least the following information.

1. The official request of the operator for the issuance of a new Airworthiness Review Certificate.
2. The information on the approved PART M Subpart G organization that performed the Airworthiness Review : name of the organization ; reference number ; copy of the approval certificate ; copy of the Airworthiness Review Staff list.
3. The operator (owner/lessee) references.

4. The date when and the place where the Airworthiness Review (document review and physical survey) was carried out.
5. The date when and the place where the aircraft can be physically examined by the BCAA.
6. The general information on the aircraft : registration, manufacturer, type, serial number (including engines and APU), AFM reference, last weight and balance, maintenance program references.
7. The total flight hours and cycles of the aircraft (including airframe, engines, APU).
8. The list of organizations that carried out continuing airworthiness activities including maintenance tasks on the aircraft and its components since the last ARC issuance.
9. A precise list of the areas that were surveyed and their status.
10. A list of all findings made during the airworthiness review with the follow-up (corrective and preventive actions,...).
11. A statement signed by the approved PART M Subpart G organization Airworthiness Review Staff recommending the issue of an Airworthiness Review Certificate (EASA Form 15a). This statement should confirm that the aircraft in its current configuration complies with :
  - a) ADs up to the latest published issue ;
  - b) Type Certificate Data Sheet ;
  - c) Maintenance Program ;
  - d) Component service life limitations (LLP) ;
  - e) The validity of the weight and balance ;
  - f) The Modification and repairs requirements ;
  - g) The AFM including supplements ;
  - h) The conformity of the AOM/FCOM with the applicable AFM including supplements ;
  - i) The operational requirements (RVSM, ETOPS, AWOPS,...).

This statement should also mention the exact reference of the data used to state the compliance, and the number and issue of the corresponding Type Certificate Data Sheet used. A confirmation that all documents and maintenance tasks checked are properly entered and certified in the aircraft continuing airworthiness record system and/or in the operator's tech log as required.

In case of aircraft importation, the applicant must also demonstrate compliance with the BCAA circular AIRW-02. Moreover, in this specific case, in addition to the content of the recommendation described in paragraph C of this Chapter 3, additional information must be provided to the BCAA **(ref EC N 2042/2003, ANNEX I, M.A.904 (b))** :



1. The additional general information on the aircraft: Belgian registration, previous registration, export certificate number, Type Certificate and Type Certificate Data Sheet numbers, noise and emission TC and TCDS numbers.
2. The comparison of current maintenance program with the proposed new maintenance program. If necessary, the bridging check proposal and a copy of the work packages requested by the involved PART M Subpart G organization including the bridging check.
3. The first export certificate or the first CofA and the original of the export certificate to Belgium.
4. A copy of the AFM and supplements.
5. A copy of the AD status up to the latest published issue.
6. The proposed new maintenance program.
7. The LLP Status (components, engines, APU, Landing Gears).
8. The latest weight and balance report reflecting the current aircraft configuration.
9. The repairs and modifications status.
10. A copy of the flight test program.

#### **D. GENERALITIES**

The BCAA will issue an ARC (EASA Form 15a) after receipt and investigation of the recommendation received. For this investigation, the BCAA may request additional information (based on the content of the recommendation, the history of the particular aircraft, the knowledge of the PART M Subpart G organization, the number of findings,...). The BCAA may decide to perform a physical survey, a partial or a complete Airworthiness Review before issuance of the ARC.

***If corrective actions have been requested before the issuance of the ARC, BCAA may decide a further period for the assessment of the requested corrective actions.***

#### **4. AIRWORTHINESS REVIEW AND ISSUANCE OF AN ARC BY THE BCAA**

##### **A. CONDITIONS**

This chapter is applicable after 28 September 2008 under the following conditions.

1. The paragraph B hereunder describes the procedure to be followed if, for any reason as foreseen by the applicable regulations, the BCAA has to perform the Airworthiness Review itself.
2. The BCAA may decide to perform a complete Airworthiness Review on an aircraft, when it is considered necessary by the BCAA (for example, in case of a specific concern on airworthiness matters or for safety reason,...).
3. In case of an importation of an aircraft, the applicant must also comply with the BCAA circular AIRW-02.

##### **B. PROCEDURE TO BE FOLLOWED BY THE OPERATOR (ref EC N 2042/2003, ANNEX I, M.A.901 (e))**

The applicant shall follow the procedure developed in the Chapter 1 "ISSUANCE OF AN ARC BY THE BCAA" of the annex to this Circular Airw-17 and provide the necessary documents requested in the chapter 1 of this annex at least 15 working days before the proposed date for the Airworthiness Review to be performed by the BCAA representatives.

In such case, a physical survey of the aircraft shall be performed by the BCAA.

The applicant shall provide the BCAA with :

1. the documentation required by the BCAA ; and
2. a suitable accommodation at the appropriate location for its personnel ; and
3. when necessary, the support of personnel appropriately qualified in accordance with PART-66.