CIVIL AVIATION PUBLICATION

CAP 08

CERTIFICATE OF AIRWORTHINESS

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CERTIFICATE OF AIRWORTHINESS

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LIST OF ABBREVIATIONS

AD	Airworthiness Directive
AMOC:	Alternative Means of Compliance
ANAC	Agência Nacional de Aviação Civil of Brazil
APU:	Auxiliary Power Unit
ARC:	Airworthiness Review Certificate
AWO:	All Weather Operations
CAM	Continuing airworthiness manager
CAMO	Continuing airworthiness management organisation
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. In addition to the foregoing, those OPS 2A/H aircraft where the owner operator has a contract continuing airworthiness management with an approved CAR CAMO organisation, the C of A may also be valid for 36 months provided that the contract CAR CAMO approval remain valid.

Note: If the operator has an in-house acceptable organisation, a contract is not required.

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

Note: The aircraft records and documents can be presented in electronic and/or hardcopy format. If the record and document review should be performed remotely, those should be available latest 7 days before the physical inspection is scheduled.

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, avionic 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 records and documents 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 a Form SM 26 with findings for the Airworthiness Coordinator or Postholder for Continuing Airworthiness 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 Airworthiness Inspector is satisfied that all the findings have been corrected, he makes a recommendation to the CAA that the C of A be issued.

The certificates, when issued by the CAA, are rendered valid as the original documents in their digital form. They satisfy the on-board carriage requirements for aircraft engaged in international air navigation in accordance with Articles 29 and 31 of the Convention on International Civil Aviation as well as the requirements of Annex 7 and 8 to the same Convention.

In the case the aircraft does not hold an EFB approval, scanned copies of all the documents will be sent electronically together with a covering letter advising that these scanned copies are only a temporary measure and have limited validity. The scanned copies with covering letter must be placed on board the aircraft as soon as they are received by owner/operator until replaced by the hard copies of the Certificate certified as a true copy by the CAA.

Please do not send original documents 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 ISSUE OF A CERTIFICATE OF AIRWORTHINESS

NO.	ITEM	REQUIREMENT	COMMENTS
ITEMS REQUIRED PRIOR TO THE AIRCRAFT INSPECTION The following items 1 through 5 must be submitted to the CAA prior of the aircraft inspection. Please contact the CAA if items 3 to 5 cannot be submitted prior, so that different arrangements can be agreed with the assigned inspector.			
1.	**Form SM 02**	Application for the initial issue of a C of A for an aircraft registered in San Marino shall be made using Form SM 02.	
2.	**Form SM 64A**	Application for a Nominated Airworthiness Coordinator for aircraft operated privately under CAR OPS 2A/H or a RPAS operated under CAR OPS 4. *Note: This is not applicable for aircraft operated under an AOC or the continuing airworthiness is managed by an approved CAR CAMO.*	
3.	**Export Certificate of Airworthiness or Equivalent Document**	An Export C of A, or an equivalent, should be available in the form of: For newly manufactured aircraft (a) [For EASA Member State and UK build aircraft, a Statement of Conformity (EASA/UK CAA 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. For used aircraft (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. It will normally only be considered valid by the CAA if it is no more than 12 months preceding receipt of the C of A application by the CAA. (b) In some instances National Aviation Authorities do not issue an Export C of A. 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 or United Kingdom, a C of A along with a current Airworthiness Review Certificate (ARC). (d) A current domestic C of A issued by the existing Regulator (except EASA, FAA, TCCA and UK) which is either stating the TCDS or accompanied by a letter of the Regulator confirming the TC. (e) A current domestic C of A issued by FAA or TCCA. *[Note: For para (b), (d) and (e), the CAA needs to accept those documents in writing. (CAR 21.175(a)(6).]*	

4.	**Maintenance Programme**	The Maintenance Programme must be accepted by the CAA for aircraft to be operated under CAR OPS 2A/H (*applicable for aeroplanes above 5700 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:* (1) A maintenance programme declaration is required to be submitted using **Form SM 13**. (2) CAP 12 provides policies and guidance on what is required to be annotated on the Form SM 13. The Maintenance Programme must be approved by the CAA for aircraft operated commercially under an ICAO Article 83*bis* agreement or CAR OPS 1/3 (Commercial Air Transport): (1) A formal application can be made using **Form SM 73**. CAP 13 provides guidance on what is required to be included in a maintenance programme.	
5.	**Instruments and Equipment Compliance Statement**	For aircraft operated privately under CAR OPS 2A/H, **Form SM 76A (Aeroplanes)** or **SM 76B (Helicopter)** Instruments and Equipment Compliance Statement must be completed and signed by the Airworthiness Coordinator. For aircraft operated commercially under CAR OPS 1/3, **Form SM 76 (Aeroplanes)** or **SM 76C (Helicopter)** is submitted as part of the AOC application, not as part of the application for a C of A.	
ITEMS REQUIRED AT THE TIME OF THE AIRCRAFT INSPECTION The following items 6 through 37 must be available to the Airworthiness Inspector at the time of the aircraft inspection. All records must be in the English language. Refer to CAP 02 Chapter 13.1 if some or all of the records are not in the English language.			
6.	**Type Certificate Data Sheet (TCDS)**	Confirmation that the CAA accepted TCDS is applicable and that the aircraft conforms to it.	
7.	**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.	
8.	**Service Bulletin (SB) Status**	Service Bulletin status list detailing SBs/ASCs embodied or applied and date of embodiment (separate list for airframe, engine, propeller, APU and equipment).	
9.	**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. *Note 1: For aircraft that have been Type Accepted by SM CAA via ANAC Type Certification, the applicant must supply documentary evidence that all*	

		Design Changes (i.e. modifications and repairs) that have been previously embodied meet CAR 21 Subpart C. Acceptance of these design changes will be indicated by the issue of the C of A in accordance with CAR 21.79. *Note 2: Evidence must be available, that a Major Design Change is in conformity with the TCDS.*	
10.	**Other Modifications**	A list of all other modifications embodied on the aircraft that are not SBs, ASCs or STCs, including their method of approval and date of embodiment.	
11.	**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 dent & Buckle Chart, if available. (d) Current list of repairs that require repeat inspections that shows when accomplished and when next due. *Note: In case there is any dent or buckle, evidence must be provided, that the dent/buckle has been assessed and was found within allowable limits.*	
12.	**Airworthiness Directives (AD)**	(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. (b) Original records of all accomplished Airworthiness Directives (work orders, certified Task Cards, logbook entries, "dirty fingerprint" records etc.) Alternate Method of Compliance (AMOC) with an Airworthiness Directive: (a) [The CAA will accept an alternative method of compliance (AMOC) to a mandatory continuing airworthiness requirement if the approval is granted to the design approval holder of the relevant product, design change, article, or part and the AMOC has been approved by either: (i) the State of Design; or (ii) the State identified on the Type Acceptance Certificate for the individual aircraft, where that State issued the applicable mandatory continuing airworthiness requirement. (b) An AMOC may also be submitted to the CAA for acceptance where the regulatory authority that issued the original mandatory continuing airworthiness requirement has accepted the proposed alternative method of compliance. *Note 1: Where any AMOCs have been embodied on an aircraft prior to the issue of a C of A in San Marino, such AMOCs shall be declared to the CAA prior to the inspection of the aircraft and review of its records.]* *Note 2: If an AMOC is applied to the aircraft, engines and/or equipment, Form SM 98 must be completed and submitted prior to inspection (see CAP 02 Chapter 25).*	

13.	**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. The records must include the applicable Part Numbers and Serial Numbers to enable appropriate tracking capability.	
14.	**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.	
15.	**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.	
16.	**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.	
17.	**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.	
18.	**Airframe, Engine, APU and Propeller Log Books**	(a) All required Log books, including historical Log Books, should be available for the Airworthiness Inspector to review. (b) All Log Book entries should be up to date to include the latest maintenance, flying hours and cycles. (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 *Note: An alternative system to hard copy Log Books may be acceptable to the CAA.*	
19.	**Technical Log**	The format of the Technical Log, as prescribed in CAR CAMO.540 or EASA Part M.306 is acceptable with the certificate of release to service amended to comply with CAR GEN.105 *(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).* For aircraft operated commercially under an ICAO Article 83*bis* agreement, the Technical Log is normally the responsibility of the State of the Registration, i.e. San Marino. For aircraft operated commercially under CAR OPS 1 or operated under an Article 83*bis,* the Technical Log needs to be approved by the CAA. Application shall be made using Form SM 128.	
20.	**Weighing Report**	The latest weighing report should be made available for review by the CAA's Airworthiness Inspector. *Note: The aircraft must have been weighed during the preceding 5 years.*	

21.	**Weight Schedule**	The Weight Schedule basic weight and centre of gravity information 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.	
22.	**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.	
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) were accomplished and when next due. Ensure that, for any item addressed by Critical Design Configuration Control Limitations (CDCCL's), that the requirements defined in the CDCCL are maintained.	
24.	**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.	
25.	**Flight Manual / Pilot Operating Handbook**	The applicable Flight Manual/Pilot Operating Handbook should be available, up to date and include any supplements required to be inserted by a Design Change. *Note: If an electronic AFM is used, an EFB approval is required and the tablet should be available during the C of A inspection.*	
26.	**Placards and markings**	All required placards and markings must be present and legible. Refer to CAP 02 for guidance.	
27.	**Registration Marks**	The required registration marks must be present and legible. *Refer to CAP 01 for guidance.* San Marino Registration Marks are required by CAR GEN Sub-part H and are required to be painted or affixed by any other means ensuring a similar degree of permanence. [Adhesive vinyl decal type markings are considered to be temporary markings, and should be removed, and permanent markings applied at the earliest appropriate maintenance opportunity e.g. a hangar maintenance visit, but not to exceed eighteen months or 1,000 Flight hours whichever occurs first.]	
28.	**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 CAP 01 for guidance.	
29.	**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*.	
30.	**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.	
31.	**ELT Coding** **Form SM 09**	Any ELTs carried on board must be programmed and appropriately registered with the CAA by using Form SM 09. *Note: Separate forms should be completed for each ELT.*	
32.	**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 demonstrated to the satisfaction of the CAA prior to the first flight. *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.*	
33.	**Flight Data Recorder**	For an aircraft that has a FDR installed, or is required to have a FDR *(refer to CAR OPS 2A.425 for privately operated aeroplanes; CAR OPS 2H.429 for privately operated helicopters; 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. *Refer to CAP 02 and CAP 12 or CAP 13, as applicable, for further guidance.*	
34.	**Cockpit Voice Recorder**	For an aircraft that has a FDR installed, or is required to have a CVR *(refer to CAR OPS 2A.420 for privately operated aeroplanes; CAR OPS 2H.427 for privately operated helicopters; 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. *Refer to CAP 02 and CAP 12 or CAP 13, as applicable, for further guidance.*	
35.	**Data Link Recording**	CAR OPS 1.720 and CAR OPS 2A.430 both require that when an aircraft uses data link communications (CPDLC) and are required to carry a CVR, all data link communications messages shall be recorded on a crash-protected recorder capable of recording data link communications. Confirmation is to be obtained that these data link messages are being recorded satisfactorily.	

		Ref: Appendix 2 to OPS 1.710/OPS 1.715 and Appendix 1 to OPS 2A.430 as applicable.	
36.	**Contract with an NAA approved Continuing Airworthiness Management Organisation**	For those aircraft operated privately under CAR OPS 2A/H 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 CAP 02 Chapter 21.1 for accepted CAMOs to which this is applicable. *Refer to CAR AIR.57 and paragraph 21.1 of CAP 02 for the acceptance of satisfactory maintenance arrangements.* *Note: In case the operator has an in-house organisation acceptable to the CAA as defined in CAP 02 paragraph 21.1, a contract is not required.*	
37.	**Contract with a San Marino CAA approved Continuing Airworthiness Management Organisation**	For those aircraft operated privately under CAR OPS 2A/H and the applicant has requested a 36 month C of A, a copy of the contract with an approved San Marino CAA CAMO, valid for at least 24 months, must be supplied. Refer to CAP 02 Chapter 21.2 for approved CAMOs to which this is applicable. *Refer to CAR AIR.57 and paragraph 21.2 of CAP 02 for the acceptance of satisfactory maintenance arrangements.* *Note: In case the operator has an in-house organisation approved by the CAA as defined in CAP 02 paragraph 21.2, a contract is not required.*	
ITEMS REQUIRED PRIOR TO THE ISSUANCE OF THE C OF A The following item 38 must be submitted to the CAA prior to the issuance of the C of A.			
38.	**Aircraft Insurance Certificate**	Stating in accordance with EC Regulation 785/2004 and positively identifying the name of the operator as the insured entity or additional insured and the aircraft with T7 registration mark and the period of validity. *Note: This is not part of the C of A inspection and needs not to be presented to the Airworthiness Inspector.*	

APPENDIX 2

CHECKLIST FOR OPERATIONAL REQUIREMENTS

NO.	ITEM	REQUIREMENT	COMPLETED
The following items 1 through 14 describe the operational requirements that must be met before the first flight on the San Marino Aircraft Registry. The applicant should however make every effort to complete them before the issuance of the Certificates to prevent delays in flying the aircraft.			
1.	**Form SM 15 Flight Crew Licence Validation**	Application for Flight Crew Licence Validation along with supporting documentation.	
2.	**Form SM 58A Remote Pilot Licence**	For RPA greater than 150 kg only, an application for Remote Pilot Licence along with supporting documentation.	
3.	**Designated Airspace**	For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, **Form SM 04** - Application for Designated Airspace Approval - General Aviation *(if applicable),* must be completed and submitted along with supporting documentation. For aircraft operated commercially under CAR OPS 1, **Form SM 04A** - Application for Designated Airspace Approval - Commercial Air Transport *(if applicable)*, must be submitted as part of the AOC application. CAP 04 provides guidance on Designated Airspace.	
4.	**All Weather Operations (AWO)**	For aircraft operated privately under CAR OPS 2A/H, **Form SM 05** - Application for All Weather Operations Approval –- General Aviation *(if applicable),* must be completed and submitted along with supporting documentation. For aircraft operated commercially under CAR OPS 1, **Form SM 05A** - Application for All Weather Operation Approval - Commercial Air Transport *(if applicable)*, must be submitted as part of the AOC application. CAP 05 provides guidance on AWO.	

5.	**Electronic Flight Bag (EFB)**	For aircraft operated privately under CAR OPS 2A/H, Part II, **Form SM 06** - Application for Electronic Flight Bag Approval *(if applicable)* must be completed and submitted along with supporting documentation. For aircraft operated privately under CAR OPS 2A/H, Part I, **Form SM 06A** - Declaration for Carriage of Portable EFB *(if applicable)* must be completed and submitted as a Declaration of Compliance. CAP 06 *Section 8 provides specific guidance for GA operators.* For aircraft operated commercially under CAR OPS 1, Form SM 06 must be submitted as part of the AOC application. CAP 06 provides guidance on installed and portable EFB.	
6.	**Head-Up Display (HUD) and Enhanced Vision Systems (EVS)**	For aircraft operated privately under CAR OPS 2A/H, **Form SM 07** - Application for HUD/EVS Credit Approval - General Aviation *(if applicable)* must be completed and submitted along with Form SM 05 if Lower than CAT I ILS is required. For aircraft operated commercially under CAR OPS 1, **Form SM 07A** - Application for HUD/EVS Approval - Commercial Air Transport *(if applicable)*, must be submitted as part of the AOC application. If applicable, application for HUD-EVS operational credit (e.g. Lower than CAT I ILS) must be completed and submitted along with Form SM 05A CAP 07 provides guidance on HUD/EVS.	
7.	**Controller/Pilot Data Link Communications (CPDLC) and ADS**	For aircraft operated privately under CAR OPS 2A/H, **Form SM 30** – Application for CPDLC and/or ADS *(if applicable)* must be completed and submitted along with supporting documentation. For aircraft operated commercially under CAR OPS 1, **Form SM 30** – Application for CPDLC and/or ADS *(if applicable)* must be submitted as part of the AOC application. CAP 10 provides guidance on CPDLC and CAP 17 for ADS.	
8.	**Operation Manual**	For aircraft operated privately under CAR OPS 2A/H, **Form SM 21** – Operation Manual Compliance Statement, must be completed and submitted. The manual need not be submitted unless requested to support applications for activities that require a Specific Approval from the CAA under CAR OPS 2A.104/2H.107. For aircraft operated commercially under CAR OPS 1, **Form SM 80** – Operations Manual Compliance Statement, must be submitted as part of the AOC application.	

9.	**Minimum Equipment List (MEL)**	For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, **Form SM 03** - Application for MEL Approval for operator with tailored MEL, along with MMEL *(applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes or RPA greater than 150 kg),* must be submitted. For aircraft operated commercially under CAR OPS 1, Form SM 03 must be submitted as part of the AOC application. CAP 03 provides guidance on MEL.	
10.	**Master Minimum Equipment List (MMEL)**	For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, **Form SM 29** - Application for 30 day MMEL Approval for aircraft with no MEL along with MMEL *(applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes or RPA greater than 150 kg),* can be submitted.	
11.	**Non-EDTO 120-180 mins**	For aircraft operated commercially under CAR OPS 1.245 Form 126A must be submitted as part of the AOC application. AMC OPS 1.245(a)(2)(ii) provides guidance on non-EDTO 120 to 180 mins.	
12.	**Extended Diversion Time Operations (EDTO)**	For aeroplanes operated commercially under CAR OPS 1, **Form SM 126** - Application for EDTO Approval must be submitted as part of the AOC application. AMC OPS 1.246 provides guidance on EDTO.	
13.	**Steep Approaches**	For aeroplanes operated privately under CAR OPS 2A, **Form SM 135 -** Application for Steep Approach Approval – General Aviation *(if applicable),* must be completed and submitted along with supporting documentation. For aircraft operated commercially under CAR OPS 1, **Form SM 135A** - Application for Steep Approach Approval - Commercial Air Transport *(if applicable)*, must be submitted as part of the AOC application. CAP 27 provides guidance on steep approaches.	
14.	**Performance Based Communications & Surveillance (PBCS)**	For aircraft operated privately under CAR OPS 2A/H, **Form SM 138** - Application for PBCS Approval – General Aviation (if applicable) must be completed and submitted along with supporting documentation. For aircraft operated commercially under CAR OPS 1, **Form SM 138A** - Application for PBCS Approval - Commercial Air Transport *(if applicable),* must be submitted as part of the AOC application. CAP 28 provides guidance on PBCS.	

APPENDIX 3

CHECKLIST FOR THE RENEWAL OF A CERTIFICATE OF AIRWORTHINESS

NO.	ITEM	REQUIREMENT	COMPLETED
ITEMS REQUIRED PRIOR TO THE AIRCRAFT INSPECTION The following item 1 must be submitted to the CAA prior of the aircraft inspection.			
1.	**Form SM 28** **Form SM 28A**	Application for the Renewal of a C of A for an aircraft registered in San Marino. *Note 1: Form SM 28 is to be used for aircraft qualifying for a 12/24 month C of A.* *Note 2: Form SM 28A is to be used for aircraft qualifying for a 36 month C of A validity.*	
ITEMS REQUIRED AT THE TIME OF THE AIRCRAFT INSPECTION The following items 2 through 27 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 supplements required to be inserted by a Design Change. In addition, confirmation from the manufacturer of the latest revision of the Flight Manual should be available. *Note: If the electronic AFM is used, an EFB approval is required and the tablet should be available during the C of A inspection.*	
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. *Note: In case there is any dent or buckle, evidence must be provided that the dent/buckle has been assessed and was found within allowable limits.*	

7.	**Airworthiness Directives (AD)**	(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. (b) Original records of all accomplished Airworthiness Directives (work orders, certified Task Cards, logbook entries, "dirty fingerprint" records etc.	
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**	The Weight Schedule basic weight and centre of gravity information 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. *Note: The aircraft must have been weighed during the preceding 5 years.*	
12.	**Maintenance Programme**	For aircraft operated privately under CAR OPS 2A/H, a copy of Form SM 13 Maintenance Programme Declaration accepted by the CAA must be available. For aircraft operated commercially under an ICAO Article 83*bis* agreement or CAR OPS 1/3/4, a copy of the CAA approved Maintenance Programme and any associated Reliability Reports must be available.	
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**	For aircraft operated privately under CAR OPS 2A/H and entitled to a 36-month C of A validity, a copy of the up-to-date Maintenance Control Manual or CAA approved CAME, as applicable, must be available. For aircraft operated commercially under an ICAO Article 83*bis* agreement or CAR OPS 1/3, a copy of the Maintenance Management Exposition (MME) or equivalent must be available.	

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. The records must include the applicable Part Numbers and Serial Numbers to enable appropriate tracking capability.	
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**	(a) All required Log books, including historical Log Books, should be available for the Airworthiness Inspector to review. (b) All Log Book entries should be up to date to include the latest maintenance, flying hours and cycles. (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. *Note: An alternative system to hard copy Log Books may be acceptable to the CAA*	
20.	**Contract with an NAA approved Continuing Airworthiness Management Organisation**	For those aircraft privately operated under CAR OPS 2A/H 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. Refer to CAP 02 Chapter 21 for accepted CAMOs to which this is applicable. Refer to CAR AIR.57 and paragraph 20 of CAP 02 for the acceptance of satisfactory maintenance arrangements. *Note: In case the operator has an in-house organisation acceptable to the CAA as defined in CAP 02 paragraph 21, a contract is not required.*	
21.	**Contract with a San Marino CAA approved Continuing Airworthiness Management Organisation**	For those aircraft operated privately under CAR OPS 2A/H and the applicant has requested a 36 month C of A, a copy of the contract with an approved San Marino CAA CAMO, valid for at least 24 months, must be supplied. Refer to CAP 02 Chapter 21.2 for approved CAMOs to which this is applicable. Refer to CAR AIR.57 and paragraph 21.2 of CAP 02 for the acceptance of satisfactory maintenance arrangements. *Note: In case the operator has an in-house organisation approved by the CAA as defined in CAP 02 paragraph 21.2, a contract is not required.*	

22.	**Flight Data Recorder**	For an aircraft required to have an FDR *(refer to CAR OPS 2A.425 for privately operated aeroplanes; CAR OPS 2H.429 for privately operated helicopters; 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 report confirming that the FDR is recording satisfactorily must be provided. Refer to CAP 02 and CAP 12 or CAP 13, as applicable, for further guidance.	
23.	**Cockpit Voice Recorder**	For an aircraft required to have a CVR *(refer to CAR OPS 2A.420 for privately operated aeroplanes; CAR OPS 2H.427 for privately operated helicopters; 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 report confirming that the CVR is recording satisfactorily must be provided. Refer to CAP 02 and CAP 12 or CAP 13, as applicable, for further guidance.	
24.	**Data Link Recording**	CAR OPS 1.720 and CAR OPS 2A.430 both require that when an aircraft uses data link communications (CPDLC) and are required to carry a CVR, all data link communications messages shall be recorded on a crash-protected recorder capable of recording data link communications. Confirmation is to be obtained that these data link messages are being recorded satisfactorily. *Ref: Appendix 2 to OPS 1.710/OPS 1.715 and Appendix 1 to OPS 2A.430 as applicable.*	
25.	**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 were accomplished and when next due. Ensure that, for any item addressed by Critical Design Configuration Control Limitations (CDCCL's), that the requirements defined in the CDCCL are maintained.	
26.	**Placards and markings**	All required placards and markings must be present and legible. Refer to CAP 02 for guidance.	
27.	**Registration Marks**	The required registration marks must be present and legible. Refer to CAP 01 for guidance.	

		San Marino Registration Marks are required by CAR GEN Subpart H and are required to be painted or affixed by any other means ensuring a similar degree of permanence. [Adhesive vinyl decal type markings may have been used at the C of A Issue. Adhesive vinyl decal type markings are considered to be temporary markings, and should be removed, and permanent markings applied at the earliest appropriate maintenance opportunity e.g. a hangar maintenance visit, but not to exceed eighteen months or 1,000 Flight hours whichever occurs first.]	

APPENDIX 4

CHECKLIST FOR EXPORT CERTIFICATE OF AIRWORTHINESS (C of A)

NO.	ITEM	REQUIREMENT	COMMENTS
ITEMS REQUIRED PRIOR TO THE AIRCRAFT INSPECTION The following items 1 through 2 must be submitted to the CAA prior of the aircraft inspection.			
1.	**Form SM 10**	Application for Export C of A for an aircraft registered in San Marino shall be made using Form SM 10.	
2.	**Specific certification requirements or conditions of the importing country**	The applicant is responsible for advising the CAA of any specific certification requirements or conditions of the importing country.	
ITEMS REQUIRED AT THE TIME OF THE AIRCRAFT INSPECTION The following items 3 through 20 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 supplements required to be inserted by a Design Change. In addition, confirmation from the manufacturer of the latest revision of the Flight Manual should be available. *Note: If the electronic AFM is used, a statement shall be provided that the EFB is remaining with the aircraft.*	
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)**	(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. *Note: In case there is any dent or buckle, evidence must be provided, that the dent/buckle has been assessed and was found within allowable limits.*	

8.	**Airworthiness Directives (AD)**	(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. (b) Original records of all accomplished Airworthiness Directives (work orders, certified Task Cards, logbook entries, "dirty fingerprint" records etc.	
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. The records must include the applicable Part Numbers and Serial Numbers to enable appropriate tracking capability.	
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**	(a) All required Log books, including historical Log Books, should be available for the Airworthiness Inspector to review. (b) All Log Book entries should be up to date to include the latest maintenance, flying hours and cycles. (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 *Note: An alternative system to hard copy Log Books may have been found acceptable to the CAA.*	
15.	**Weighing Report**	The latest weighing report should be made available for review by the CAA's Airworthiness Inspector. *Note: The aircraft must have been weighed during the preceding 5 years.*	
16.	**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 were accomplished and when next due.	

		Ensure that, for any item addressed by Critical Design Configuration Control Limitations (CDCCL's), that the requirements defined in the CDCCL are maintained.	
17.	**Placards and markings**	All required placards and markings must be present and legible. Refer to CAP 02 for guidance.	
18.	**Maintenance Programme**	For aircraft operated privately under CAR OPS 2A/H, a copy of **Form SM 13** - Maintenance Programme Declaration accepted by the CAA must be available. For aircraft operated commercially under an ICAO Article 83*bis* agreement or CAR OPS 1/3/4, a copy of the CAA approved Maintenance Programme must be available.	
19.	**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. *Note: For RPA greater than 150 kg operating under CAR OPS 4, copies of the RPAS Engineer licences must be provided*.	
20.	**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.	