



Aircraft may be imported into Sao Tome from a foreign country, provided it can be shown, and the INAC is satisfied, that the aircraft conforms to an approved type design and is in a condition for safe operation.

This document is made up of four parts:

Part 1: General Overview

The information is intended to provide a general overview of the importation process to a prospective applicant.

Part 2: Aircraft Data

These should be provided prior to purchasing the aircraft to ensure it is eligible for importation.

Part 3: Verification of Conformity to the Type Design

This part contains a checklist that is to be completed by the applicant. Please ensure all segments of the checklist utilized are completed. Aircraft may be imported with or without an Export C of A. The INAC inspector processing the importation request determines the degree of aircraft inspection required for import.

Part 4: Additional Airworthiness Requirements

This part identifies additional airworthiness inspection requirements for all category aircraft that must be complied with prior to the aircraft being operated.

Part 1: General Overview

Airworthiness Requirements:

1.1 Requirements that must be met for the aircraft to be eligible for importation:

- a) The aircraft owner must be qualified to be a registered owner as per the Sao Tome and Principe Civil Aviation Regulations STP CAR Part 4, and
- b) The aircraft must conform to an approved type design and be in a condition for safe operation.

1.2 Aircraft to be operated commercially & added onto an Air Operator Certificate:

For aircraft that will be imported and operated commercially, additional airworthiness and operational requirements must be met prior to operation of the aircraft. Information on commercial requirements may be obtained from the INAC.

1.3 Requirements for all aircraft to be imported:

- a) The applicant is responsible to ensure that all applicable Airworthiness Directives (ADs) are complied with and all major repairs and modifications carried out prior to importation are in accordance with approved data.
- b) The importer must provide a complete list of accomplished ADs, modifications, Supplementary Type Approvals / Certificates (STA's / STC's) as early as possible during the import process and be prepared to supply substantiating documentation upon request by the INAC. The applicant must have access to all information required to substantiate the above.
- c) The applicant is required to provide the INAC with the maintenance records (in Portuguese or English) and a detailed work report of proposed maintenance activities that are required to bring the aircraft to a condition of conformity to the certified type design and for safe operation.

Note: If any doubt exists during any importation stage, please contact the Sao Tome and Principe Civil Aviation Authority.

1.4 Conformance Statement (to be completed by the aircraft owner or representative):

I hereby acknowledge and confirm that for the aircraft to be eligible for importation and issuance of a Certificate of Airworthiness, 1.1(a) and (b) above must be satisfied and acceptable to the INAC .

Aircraft Owner / Authorized Representative

Name (print) _____ Title _____ Date (d-m-y) _____
Signature _____ (_____) _____
Telephone _____

Person in charge of the Import on behalf of the company:

Name (print) _____ Title _____ (_____) _____
Telephone _____

Aircraft Location for INAC Inspection: _____

Part 2: Aircraft Data

(To be completed by applicant- Please ensure all **applicable** areas of paragraph 2.1 through to paragraph 2.14 are completed)

2.1 Details from ACTUAL airframe data plate:

Photograph, copy ACTUAL airframe data plate details including location, in the space provided:

Attach one of the following (order of preference):

- 1) quality photograph, **or**
- 2) write details exactly as observed on data plate

2.2 Aircraft Data:

It is the applicant's responsibility to accurately record the applicable airframe, engine, propeller and auxiliary power unit descriptive data **from a visual inspection of the components specific data plate**. Other technical information may be obtained from the aircraft journey and technical logs.

AIRCRAFT		
Manufacturer		
Model Number		
Serial Number		
Total Time Since New (TTSN)		
Total Cycles Since New (TCSN)		
Type Certificate Number		
Identify last major inspection and date completed:	Type:	Date:
Indicate if the Inspection was conducted in accordance with the manufacturer's requirements or other maintenance schedule		
Previous foreign registration		
Aircraft role prior to importation if known		
Intended aircraft role		
Additional Noteworthy Information: <i>Use additional paper as required.</i>		

ENGINE(s)	Engine # 1	Engine # 2	Engine # 3	Engine # 4
Manufacturer				
Model Number				
Serial Number				
Type Certificate Number				
Total Time Since New (TTSN)				
TBO (per manufacturer)				
Total Time Since Overhaul (TTSO)				
Total Cycles Since New (TCSN)				
Total Cycles Since Overhaul (TCSO)				
Overhauled by:(AMO/FAR/EASA 145/other)				
Additional Noteworthy Information:				

PROPELLER(s)	Propeller # 1	Propeller # 2	Propeller # 3	Propeller # 4
Manufacturer				
Model Number				
Serial Number				
Type Certificate Number				
Total Time Since New (TTSN)				
TBO (per manufacturer)				
Total Time Since Overhaul (TTSO)				
Overhauled by:(AMO/FAR/EASA 145/other)				
Additional Noteworthy Information:				

AUXILIARY POWER UNIT (APU)	
Manufacturer	
Model Number	
Serial Number	
Type Certificate Number	
Total Time Since New (TTSN)	
Total Time Since Overhaul (TTSO)	
Total Cycles Since New (TCSN)	
Total Cycles Since Overhaul (TCSO)	
Additional Noteworthy Information:	

LANDING GEAR	LLG1		RLG2		NLG	
	Life limit	TBO component	Life limit component	TBO component	Life limit component	TBO component
Serial Number						
Part Number						
Manufacture date						
Cycles since new and cycles since OVH						
Potential						
Date of last Overhaul						
Remaining to next perform						
Overhauled by:(AMO/FAR/EAS A 145/other)						

2.3 Is the aircraft to be operated privately? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Who will conduct the Import? _____	Contact person: _____
Location: _____	Telephone: _____
2.4 (a) This section is to be completed if the aircraft is to be added onto a new or existing Air Operator Certificate:	
Name of Air Operator Certificate Holder:	_____
Operator AOC Certificate Number:	_____
Address:	Telephone: _____
(b) Is the aircraft to be added onto the Air Operator Certificate (AOC) or Private Operator Certificate (POC) a new aircraft type to the Company?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Note: If the aircraft is new type or model, additional operational requirements may be necessary. Contact INAC for details.	
2.5 Please send the preceding completed documentation to INAC, for aircraft eligibility verification.	

This part is to be completed by an **INAC INSPECTOR**

2.6 For Departmental Use Only:		
(a) Was the product type certified by the civil aviation authority of the country of design and manufacture?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
(b) Was the country of design and manufacture an ICAO Contracting State?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
(c) Does the airframe model and serial number agree with the Type Certificate?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
(d) Does the engine(s) model number agree with the Type Certificate?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
(e) Does the propeller(s) model number agree with the Type Certificate?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
(f) Does the APU model number agree with the Type Certificate?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
(g) Is the aircraft eligible for importation under the Type Certificate?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
(h) Is the aircraft eligible for importation under STP-CAR Part 4?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<p>Note: If the aircraft is not eligible for importation, provide details in the <u>information</u> section below. Contact the aircraft owner / applicant / representative to discuss the details preventing the aircraft importation. Provide guidance to rectify the situation.</p>		
2.7 Aircraft importation status		
(a) Has the applicant been advised concerning the eligibility of the aircraft for importation?	Eligible <input type="checkbox"/> Not Eligible <input type="checkbox"/>	Date applicant contacted:
(b) Applicant has been advised by the INAC Inspector	<hr/> <p style="text-align: center;">Inspector name and signature.</p>	
2.8 Has the applicant advised INAC in writing it intends to proceed with the import once it has been acknowledged that the aircraft is eligible for importation?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Date:
Information:		

PART 2: to be completed by the **APPLICANT**

<p><i>Section 2.9, 2.10, 2.11 and 2.12 may be completed when it is determined the aircraft meets eligibility requirements.</i></p>	
<p>2.9 Intended means of importation: Identify the method to be utilized. Complete a, b or c. (a) Aircraft will be flown in with Sao Tome and Principe marks S9-_____ or Foreign Registration: _____ (b) Surface Transportation: _____ (c) Already in Sao Tome and Principe, _____</p>	
<p>2.10 Intended Importation flight route. From (city country): _____ (departure point in foreign country) To: _____ (final destination in Sao Tome and Principe) Via (routing stops): _____</p>	
<p>2.11 Have Sao Tome and Principe registration marks been reserved? Yes: <input type="checkbox"/> Marks: S9-____ No: <input type="checkbox"/></p>	
<p>2.12 If the aircraft is equipped with a Mode "S" transponder, has the previous owner's code been disabled and a new code applied for? Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>	
<p>2.13 This aircraft meets the requirements for a Certificate of Registration. In accordance with STP-CAR Part 4, Part 5 and Part 7, I hereby request a Certificate of Registration for the identified aircraft. If applicant is AOC holder Name: _____ AOC number _____ Aircraft Owner / Applicant's Signature: _____ Aircraft Owner / Applicant's Address: _____ Telephone: _____ Date: _____ Fee Submitted: _____</p>	
<p>2.14 Please send the preceding completed documentation (Section 2.9, 2.10, 2.11, 2.12, 2.13), INAC form F-06-009 Application for registration of an aircraft, F-06-006 Application for Acceptance and Amendment of a Type Certificate and associated fees for registration to INAC and acceptance of TC. <i>Note: If a Special flight permit is required the applicant must submit the INAC form F-05-004 Application for Issuance of a Special flight permit</i></p>	

This part is to be completed by an **INAC INSPECTOR**

2.15 For Department Use Only:	
Has the Type Acceptance Certificate been issued?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Have registration marks been allocated?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Have fees been submitted?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Has Aircraft Registration been advised of eligibility?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Has Non-Registration or De-Registration been received by a foreign aviation authority?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Part 3: Verification of Conformity to the Type Design

Note: Questions regarding the importation standard may be made through the INAC office. It will be the responsibility of the applicant to ensure that all import requirements identified in the applicable Sao Tome and Principe Civil Aviation Regulations have been complied with prior to making an application for a Certificate of Airworthiness.

<p>APPLICATION FOR A FLIGHT PERMIT- GENERAL</p> <p>All used aircraft, or new aircraft of a type not previously registered in Sao Tome and Principe, will be inspected by a Civil Aviation Inspector as soon as possible after the application for a flight permit has been received; and</p> <p>All new aircraft and types previously registered in Sao Tome and Principe, can be inspected by a Civil Aviation Inspector when considered necessary, to verify the airworthiness of the aircraft.</p>
<p>METHOD OF IMPORT:</p> <p><input type="checkbox"/> Aircraft is being imported with an Export Airworthiness Certificate (EAC).</p> <p style="margin-left: 20px;">Note: An Export Airworthiness Certificate is NOT a flight authorization. A valid flight authorization is required prior to any flight</p> <p><input type="checkbox"/> Aircraft is being imported without an Export Airworthiness Certificate (Checklist 3.3 and on)</p> <p>Provide the name and telephone number of the organization / person who will be responsible for the aircraft inspection and application for the Certificate of Airworthiness.</p> <p>Name: _____ Telephone Number: _____</p> <p>Organization: _____</p>

Checklist (To be completed by applicant)

Applicant		CAA
	Comment and initials (acceptable, accomplished, N/A .)	Comment and initials (acceptable, accomplished, N/A ...)
<p>3.1 (a) Was the Export Airworthiness Certificate (EAC) issued by the civil aviation (check one)</p> <p><input type="checkbox"/> Canada, the United States, or a State that is a member of the European Aviation Safety Agency (EASA) for aircraft manufactured to the EASA Requirements (EASA Parts).</p> <p><input type="checkbox"/> the State of Manufacture for an aircraft which has been previously type certified in Canada, the United States, or in a EASA member state for aircraft manufactured to the EASA requirements (name of country: _____).</p> <p><input type="checkbox"/> other country _____ (proceed to section 3.3)</p>		
<p>3.2 (a) Is the EAC (if applicable) certified by an authorized representative of the civil aviation authority of the country of export?</p>	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	

<p>(b) Does the EAC (if applicable) include a certification that the aircraft conforms to the type design specified in the Type Certificate of one of the countries listed in section 3.1 (a) or (b) above?</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.3 Has an annual (or equivalent) inspection been accomplished on the aircraft within the past 3 months? Describe:</p> <p>_____</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.4 Is the technical history of the aircraft sufficient and continuous?</p> <p>Note 1: “Sufficient” in relation to technical history means, a maintenance release for each task completed within the preceding year, and technical records in sufficient detail to enable a determination of the following:</p> <ul style="list-style-type: none"> - identity of the aircraft; - identity of each installed engine; - identity of each installed propeller / rotor; - identity and airworthiness status of each installed serialized component; - time remaining to next scheduled tasks on the maintenance schedule; - times for each life-limited part installed has not been exceeded. <p>Note 2: Aeronautical products imported from a State not requiring certain identification data will require the identification data be installed prior to acceptance.</p> <p>Note 3: If the technical history of the aircraft lacks continuity or, in the opinion of the INAC, does not contain sufficient data regarding the maintenance of the aircraft, engines, or other aeronautical products, disassembly, inspection and/or overhaul will be required as well.</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.5 Have all major repairs and modifications been approved or accomplished in accordance with data acceptable by the INAC?</p> <p>Note: The applicant must verify that the accompanying technical records include certifications and approvals for all embodied major repairs and / or modifications and provide a list of such repairs and modifications to the INAC prior to importation.</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.6 Have all applicable Airworthiness Directives (or equivalent notices) from the State of Manufacture and / or Design been complied with?</p> <p>Note: The applicant must provide a list of such ADs to the INAC prior to importation (signed by a company representative), with a statement verifying that the accompanying technical records include certifications of compliance for all applicable Airworthiness Directives (or equivalent notices).</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.7 Has a report detailing the work completed been submitted with the Certificate of Airworthiness application?</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.8 Is the aircraft cabin in an approved configuration?</p> <p>Note: Review against the type design and approved drawings.</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	

<p>3.9 Is the airframe, engine(s) and propeller(s) free of corrosion or within the limits prescribed by the applicable maintenance manuals?.</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.10 Are all aircraft systems, engines, propellers and controls functioning properly and to manufacturer's specifications?</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.11 Is the approved flight manual or approved operating limitations as applicable, available for the aircraft?</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.12 Is a Weight and Balance report together with an equipment list which includes the weight and moment arm of each item of equipment not forming part of the type design available?</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.13 Have all life-limited parts been researched to determine that the time in service of each life-limited part has not exceeded its maximum permitted life?</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.14 Has an application for a certificate of airworthiness been submitted to the INAC in accordance with STP-CAR?</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.15 Has the aircraft journey log and other technical records been established for the aircraft as required by STP-CAR?</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	
<p>3.16 Does the aircraft technical record include a listing of all applicable "supplemental instructions for continued airworthiness"?</p>	<p>Yes :<input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/></p>	

Part 4: Additional Airworthiness Requirements

(To be completed by applicant)

This part identifies additional airworthiness inspection requirements for all category aircraft that must be complied with prior to the aircraft being operated.		CAA
4.1 Are all required placards for the aircraft installed and in Portuguese and English?	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	Date of Issue:
4.2 Was the aircraft previously maintained in accordance with an Approved Maintenance Schedule? Describe: _____ _____	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	
4.3 Is the maintenance schedule that the aircraft will be maintained to, the same as the previous maintenance schedule?	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	
4.4 Bridging check: If the previous maintenance schedule was different from the maintenance schedule the aircraft will be maintained to, have the aeronautical product times been transferred and approved?	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	
4.5 Is the proposed Approved Maintenance Organization approved to maintain the aircraft?	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	
4.6(a) Has a Journey log/technical log and separate logbook for the airframe, each installed engine, and each variable pitch propeller been established?	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	
(b) Have entries into the technical records been accurate, legible and permanent?	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	
(c) Where a person has altered an entry on the technical record for the purpose of correcting the entry, has it been done in a manner that the underlining information remains legible?	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	
(d) If the owner of the aircraft keeps the technical records as electronic data, has the electronic data system been approved?	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	
(e) Have all the technical records that relate to the aeronautical product been transferred to the new owner?	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	
4.7(a) Is a Weight and Balance report together with an equipment list which includes the weight and moment arm of each item of equipment not forming part of the type design available?	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	
(b) Except where otherwise provided under the terms of a fleet empty weight and balance program, has the large aircraft been re-weighed and an updated report prepared within the past 5 years?	Yes : <input type="checkbox"/> No: <input type="checkbox"/> NA: <input type="checkbox"/>	
To the best of my knowledge the information contained in the checklists is true and accurate.		
Print name of applicant / representative: _____		
Signature of applicant / representative: _____		
Date: _____		
Name of the Civil Aviation Safety Inspector who verified (sampled) the above requirements. _____		

This part is to be completed by an **INAC INSPECTOR**

5.1 Aircraft inspected by INAC		
<input type="checkbox"/> Additional work accomplished as required by above inspection (additional worksheets attached)		
5.2 (a) The aircraft qualifies for Certificate of Airworthiness ?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
(b) If no, has the importer been informed in writing identifying why the aircraft did not conform to an approved type design and was not in a condition for safe operation and issuance of a flight permit?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
5.3 Has the importer/INAC rescheduled the inspection if necessary?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Date Rescheduled:
5.4 If the aircraft qualifies for Certificate of Airworthiness, has the aircraft Certificate of Registration issued?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Nº: _____ Date: _____
5.5 ICAO has been informed of the new registered aircraft?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Ref doc: _____
Note: <i>If the aircraft qualifies for Certificate of Airworthiness, the applicant must submit the INAC form F-05-001 Application for Issue-Validate a Certificate of Airworthiness</i>		
Remarks:		
Name and Signature of the Civil Aviation Safety Inspector: _____		

Aircraft Importation Checklist
(Instructions)

- (1) Parts 1 & 2: Applicant to complete and return prior to aircraft purchase to determine Saotomean C of R eligibility.
- (2) Parts 3 & 4: Applicant to complete and return with application forms (C of R, C of A, AMO, AOC Ops Specs.) after aircraft is determined to be eligible for SaoTomean C of A per Part 1 & 2.
- (3) All dates in (dd-mm-yyyy) format
- (4) All information to be printed in black or dark blue ink
- (5) Cover letters required for all submissions and returns

Appendix A

Requirements for import

All exporters shipping civil aircraft to Sao Tome and Principe must comply with these requirements. For aircraft engines, propellers, appliances and parts, exporters must also continue to comply with all other provisions identified in any existing bilateral agreement associated with the Sao Tome and Principe, provided such an agreement exists.

These Special Requirements are applicable to civil aircraft types, including any installed product, part, or appliance, which have been issued or are eligible for a Sao Tome and Principe Type Acceptance Certificate or, in accordance with STP-CAR Part 5.

The acceptance of an imported aircraft is carried out by the Civil Aviation Authority of the Sao Tome and Principe (INAC) in a facility of the aircraft manufacturer or in an approved service organization at the applicant's expense. In case the first aircraft of a given type/model is delivered to the Sao Tome and Principe the INAC may start the acceptance process only after the supporting technical documentation for the given aircraft type/model is provided. The revision service and type training of the INAC inspectors must also be arranged beforehand at the manufacturer's facilities or at another approved training organization. Where the documentation is provided and the type training arranged for remuneration, the applicant for the issuance of a Certificate of Airworthiness bears all the expenses.

Documents required by INAC for imported aeronautical products

Item	Document	Note/Specification	New	Used
1.	Entry into the Aircraft Register of the Sao Tome and Principe		X	X
2.	Type Certificate	Statement of applicable design certification standard required if not referenced in Type Certificate Data Sheet	X	X *
3.	Maintenance Manual and Illustrated Parts Catalogue (IPC)		X *	X
4.	Overhaul Manual		X *	X
5.	Structure Repair Manual		X *	X
6.	Non-Destructive Testing (NDT) Manual		X *	X
7.	Maintenance Review Board Report (MRBR)		X *	X
8.	Maintenance Planning Document (MPD)		X *	X
9.	Weight and Balance Manual		X *	X
10.	Service Life and Time Limits Manual	Unless data is contained in another publication	X	X *
11.	Service Bulletins / Information (paper or electronic version on CD / DVD)	Including SB/SI overview issued by manufacturer	X	X *
12.	Electrical Load Analysis Report		X	X
13.	Noise Certificate		X	X
14.	Master Minimum Equipment List		X	X
15.	Configuration Deviation List (CDL)		X	X
16.	A Copy of the Type Certificate Datasheet (TCDS)	The TCDS must be accepted by Sao Tome and Principe INAC	X	X *
17.	List of Manufacturing Concessions / Deviations		X	X
18.	Statement of Build Standard	Master Change List Production Revision Record Service Bulletin Standard	X	X
19.	Letter of Definition / Letter of Conformity	A copy should also be supplied to INAC	X	X
20.	Flight Test Report		X	X
21.	Export Certificate of Airworthiness (or Export Statement)	Not older than 60 days from the date of issue and the aircraft should not be flown more than 50 flight hours from the date of issue	X	X
22.	List of deviations from approved type design		X	X
23.	List of all implemented STC (Supplemental Type Certificates) List of AD / SB / SI	Detailed list of all implemented STC including their copies and approval by INAC.	X	X
		List of Airworthiness Directives (ADs), including ADs which are relevant to particular serial numbers. Single-action ADs should be confirmed with date of embodiment and total hours flown up to time of embodiment (including statement of compliance). The same applies to the repeating ADs with addition of limits of next implementation.	X	X
		List of mandatory additional service instructions from manufacturer (Service bulletins, Service letters, Aircraft	X	X

		service changes), that have been embodied on aircraft.		
24.	Aircraft / Engine / Propeller / Parts and Appliances Records	Confirmed records in log books or other documents demonstrating operational history of aircraft, engines, propellers, parts and appliances, including information of flight hours and cycles (since the first and the last overhaul), history of maintenance, including logs of overhauls	X	X
25.	Modification Status Report	Detailed list of all embodied modifications including approval from the NAA of the state of export (operator modifications, service bulletins or equivalent documents	X	X
26.	Repair Records	Major Repairs previously embodied by owners / operators, including approval status (e. g. FAA Form 8110-3 reports, FAA Form 8100-9)		X
27.	Authorized Release to Service for Engine / Propeller / Parts and Appliances	EASA Form ONE, FAA Form 8130-3, INAC Form 1	X	X
28.	Weighing and Balance Protocol	Including complete equipment list	X	X
29.	List of installed COMM-NAV equipment	List with information about the model, P/N, transceiver power, frequency range, type of transmission and operation manuals included.	X	X
30.	Flight Manual / Pilots Operating Manual / Owners Manuals	Flight Manual approved by FAA/EASA / NAA of the state of the TC holder, at last revision. Pilot's operational guide or similar document could be supplied in case when the approved Flight Manual is not required by the NAA of the state of the TC holder. The Flight Manual must be in English or Portuguese language and placards in the cockpit must be in the same language as this document.	X*	X
31.	Certification Maintenance Requirements (CMR)		X	X
32.	Accompanying Technical Documentation	Relevant to the aircraft type concerned.	X	X
33.	Aircraft / Engine / Propeller / APU log books		X	X
34.	Component Overhaul / Life Limit Status List		X	X
35.	Pitot-static leak Test Protocol		X	X
36.	Compass Compensation Protocol	Including Deviation Placards Installed	X	X
37.	COMM/NAV Check Protocol, including SSR Transponder Check		X	X
38.	Cabin Arrangement Scheme / Configuration Control	Drawing with the layout of passenger arrangement (LOPA)	X	X
39.	Changes / Revisions to Electrical Load Analysis	With regards to the differences from the approved Electrical Load Analyses Report	X	X
40.	Software Criticality List	List with designated software categories	X	X
41.	Confirmation of assigned Mode S address		X	X
42.	Confirmation of assigned ELT code	For 406 Mhz ELT	X	X
43.	Confirmation of assigned SelCal code		X	X
44.	List of Placards and Markings		X	X
45.	Maintenance system used till now / Previous Maintenance Program	In case of the adoption of a different system than set by the TC holder, including approval by the NAA of the state of export	X	X
46.	FDR/STPR Compliance Statement	FDR Data Frame Layout Document STPR recording performance	X	X
47.	Document of Environmental Protection requirements fulfillment	L16/I (ICAO Annex 16), if applicable	X	X

* Original documentation, including revision service, must be provided to the CAA of Sao Tome and Principe for the first of the imported aircraft type/variant.

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TITLE	SUBJECT	Validity/ Status (Rev n° and Date)
1. OFFICIALS DEMANDS	1.1 APPRAISAL REQUEST AND PROOF OF PAYMENT.	
	1.2 PROOF OF OWNERSHIP (BILL OF SALE/LEASE AGREEMENT)	
2. CERTIFICATION DOCUMENTS	2.1 TYPE CERTIFICATE AND TYPE CERTIFICATE DATA SHEET - AIRFRAME / ENGINES / PROPELLERS. (LAST REVISION AND IN ACCORDANCE WITH THE TYPE CERTIFICATE).	
	2.2 STATEMENT OF CONFORMITY WITH TYPE DESIGN.	
3. CERTIFICATES	EXPORT CERTIFICATE ISSUED BY THE MANUFACTURER COUNTRY (NEW AIRCRAFT) SPECIFYING THE CONFORMITY WITH APPROVED TYPE DESIGN. OR EXPORT CERTIFICATE ISSUED BY THE EXPORTING COUNTRY (USED AIRCRAFT) REFLECTING THE AIRWORTHINESS STATUS OF THE AIRCRAFT AT THE TIME OF TRANSFER	
	COPY OF THE LAST CERTIFICATE OF AIRWORTHINESS	
	NOISE CERTIFICATE ISSUED BY INAC.	
	AIRCRAFT RADIO LICENCE	
	REGISTRATION CERTIFICATE ISSUED BY INAC (REGISTRATION MARKS AND FIREPROOF PLATE).	
	CERTIFICATION STATEMENT FOR THE AIRCRAFT CONCERNING SPECIAL OPERATIONS (RVSM, ETOPS, BRNAV, MNPS, AWOPS).	
	PROOF OF THE CONFORMITY OF THE CABIN INTERIOR EQUIPMENT TO THE FIRE RESISTANCE CRITERIA.	
	CODE S AND SELCAL CODE.	
4. AIRCRAFT	INSURANCE CERTIFICATE	
	4.1 FLIGHT HOURS AND FLIGHT CYCLES SITUATION FOR AIRFRAME, ENGINES, APU AND LANDING GEARS.	
	4.2 STATEMENT CLARIFYING THAT THE AIRCRAFT IS ENTIRELY COVERED BY THE APPROVED MAINTENANCE PROGRAM. (CAMP, MCM...).	
	4.3 COPY OF THE WORK PACKAGE AND CRS CONCERNING THE MAINTENANCE AND MODIFICATIONS APPLIED DURING THE DELIVERY PROCESS.	
	4.4 INVESTIGATION CONCERNING DIFFERENCES BETWEEN THE FORMER MAINTENANCE PROGRAM AND THE APPLICANT'S PROGRAM. (BRIDGING CHECK).	
	4.5 MAINTENANCE HISTORY (CHECKS HISTORY,....)	
	4.6 LLP AND HARD TIME STATUS (CARDEX).	
	4.7 FOLLOW-UP CPCP, SSI, AGING PROGRAM, ALS.	
	4.8 WEIGHT & BALANCE REPORT.	
4.9 CABIN AND EMERGENCY LAY-OUTS APPROVED.		
5. HISTORIC	5.1 HISTORY OF PRECEDING OPERATORS.	
	5.2 COMPLETE STCS LIST APPLIED WITH THE NECESSARY SUPPLEMENTS AND MANUALS (SUPPLEMENT AFM / AOM, SRM, MS,...).	
	5.3 COMPLETE MODIFICATIONS LIST (EXCEPT STCS) APPLIED WITH THE NECESSARY SUPPLEMENTS AND MANUALS.	
	5.4 COMPLETE REPAIRS LIST.	
	5.5 DENT & BUCKLE CHART	
	5.6 ACCIDENT – INCIDENT STATEMENT SINCE AIRCRAFT MANUFACTURE DATE.	
	5.7 LIST OF THE EXISTING CONCESSIONS.	
	5.8 LIST OF THE EXISTING DEFECTS / OPEN ITEMS.	
	5.9 COPY OF THE PRECEDING FLIGHTS TEST IF NECESSARY.	
	5.10 COPY OF TECHNICAL LOG FINAL CERTIFICATION - RECEIVED	
6. LANDING GEARS SITUATION.	6.1 HOURS, CYCLES AND CALENDAR TIMES OF LANDING GEARS.	
	6.2 OVERHAULS HISTORY.	
	6.3 LAST EASA FORM ONE OR EQUIVALENT.	
	6.4 LLP STATUS	
7. ENGINES.	7.1 ENGINE MAINTENANCE PROGRAM (ON-WING AND OFF-WING).	
	7.2 MAINTENANCE HISTORY (OVERHAUL, REPAIRS,...).	
	7.3 MODULES SITUATION.	
	7.4 LLP STATUS.	
	7.5 EASA FORM ONE OR EQUIVALENT, LOGBOOK.	
	7.6 LAST BOROSCOPIC INSPECTION WITH RESULTS.	
8. APU	8.1 LLP STATUS.	

	8.2 MAINTENANCE HISTORY (OVERHAUL, REPAIRS,...).	
	8.3 EASA FORM ONE OR EQUIVALENT, LOGBOOK.	
9. ADS	1.1 ADS SITUATION FOR THE AIRFRAME, ENGINES, APU AND APPLIANCES.	
10. SBS	10.1 SBS STATUS FOR THE AIRFRAME, ENGINES, APU AND APPLIANCES WITH, IN ANNEX, THE DETAILS CONCERNING THE PARTICULAR FOLLOW-UP (REPETITIVE INSPECTION,...).	
11. AV-COM	11.1 EQUIPMENT LIST.	
	11.2 SITUATION WITH THE REGULATION. (NUMBER OF CHANNELS, SEPARATION 8.33KHZ, RVSM, RNAV, TCAS).	
12. EQUIPMENTS, PARTS AND TOOLS	12.1 INSTRUMENTS LIST WITH THE STATUS IN ACCORDANCE WITH THE STP-CARS	
	12.2 LATEST DFDR READ OUT WITH THE CONFORMITY OF THE RECORDED PARAMETERS.	
13. SPECIAL OPERATIONS	13.1 STATEMENT CONFIRMING THE MAINTENANCE OF THE AIRCRAFT IN ACCORDANCE WITH THE STANDARDS FOR SPECIAL OPERATIONS (RVSM, ETOPS, BRNAV, MNPS, AWOPS).	
14. TECHNICAL DOCUMENTATION	14.1 MANUFACTURER FLIGHT MANUAL (AFM) APPROVED BY THE APPROPRIATE AUTHORITY AND IN CONFORMITY WITH THE TECHNICAL SITUATION OF THE AIRCRAFT (SUPPLEMENTS STC, ADS / AMOCS,...).	
	14.2 MEL APPROVED BY INAC.	
	14.3 TECHNICAL DOCUMENTATION FOR AIRFRAME, ENGINES, PROPELLERS : MPD, MRB, AMM, FIM, SRM, SB, SL, WORKSCOPE PLANNING GUIDE, OVERHAUL MANUAL (AS APPLICABLE)	
	14.4 LETTER FROM THE APPLICANT CONFIRMING THE FOLLOW-UP FOR THE UP- DATES OF THE TECHNICAL DOCUMENTATION (E.G AFM,AOM, MMELMPD, MRB, AMM, FIM, SRM, SB, SL,...) FOR AIRCRAFT, ENGINES, PROPELLERS	
	14.5 SPECIFIC DOCUMENTATION (STC, ETOPS,...).	
	14.6 ELECTRICAL LOAD	
15. ACCEPTANCE FLIGHT.	15.1	
	15.2 PROGRAM PROPOSED BY THE APPLICANT FOR ACCEPTANCE FLIGHT	
16. OTHER	16.1 STATEMENT OF COMPLIANCE WITH STP-CAR 7	
	16.2 CONFIRMATION OF 406 MHZ ELT REGISTRATION	