

Instrução Técnica

IT-300-04

SUBJECT: RENEWAL OF A CERTIFICATE OF AIRWORTHINESS

DATE: 27/06/2025

1. PURPOSE

This Instruction is issued to provide information about the requirements of continued validity of the certificate of airworthiness and to give guidance on the procedure to renew the certificate in compliance with the regulations.

2. APPLICABILITY

This Instruction is applicable to all owners/operators of aircraft registered in Sao Tome and Principe.

3. REFERENCES

RACSTP 21

4. GUIDANCE AND PROCEDURES

4.1 APPLICATION FOR CERTIFICATE OF AIRWORTHINESS RENEWAL

- 4.1.1 An application for renewal of a Certificate of Airworthiness shall be completed on INAC Form F-330-18 and be submitted to the Authority at least 30 days prior to the expiry of the certificate.
- 4.1.2 The application for renewal should be made by the registered owner, representative or an agent who has an authorization letter from the registered owner.
- 4.1.3 It is required that the renewal application form is submitted with proof of payment of the prescribed C of A renewal fee.

4.2 CERTIFICATE OF AIRWORTHINESS RENEWAL PRE-REQUISITES

- 4.2.1 The aircraft continued airworthiness depends upon:
 - (1) the aircraft being maintained in accordance and in compliance with the aircraft continuous airworthiness maintenance program approved by the Authority;
 - (2) the aircraft being in compliance with all applicable State of Design mandatory modifications, inspections and airworthiness directives; and
 - (3) the aircraft being operated within the performance and operating limitations of its approved Aircraft Flight Manual, and in compliance with the Civil Aviation Regulations.

4.3 CERTIFICATE OF AIRWORTHINESS RENEWAL APPLICATION AND DOCUMENTS EVALUATION

4.3.1 In addition to the C of A renewal application form F-330-18, the applicant is required to submit the following documents for evaluation:

- (1) The aircraft Airworthiness Directives (AD) status report;
- (2) A statement of compliance with the authority requirements and manufactures service bulletins;
- (3) Aircraft previous twelve (12) months maintenance review report;
- (4) Lifed components status report;
- (5) Current Mass and Balance schedule report;
- (6) Copy of latest major scheduled maintenance certificate release to service;
- (7) Copy of the current certificate of release to service (if different from (f) above);
- (8) Record of the aircraft equipment and systems installations;
- (9) Copy of the current aircraft Radio Station licence;
- (10) Copy of the current stand-by compass swing schedule report;
- (11) Copy of the aircraft certificate of insurance;
- (12) Changes / Revisions to Electrical Load Analysis;
- (13) Changes to the aircraft Noise characteristics;
- (14) A C of A renewal test flight schedule report (as may be required);
- (15) Completed INAC form F-330-05 Aircraft Status Report;
- (16) Any other documents as the Authority may require.

4.3.2 The Authority will carry out an in depth document evaluation to verify that they are authentic, relevant, genuine and valid.

Note: *The major components (e.g. engines, propellers, APU's, landing gears) status report should indicate the time to the next shop visit or overhaul, hours and cycles since new, the time between overhaul, as applicable.*

4.4 CERTIFICATE OF AIRWORTHINESS RENEWAL AIRCRAFT INSPECTION

4.4.1 After a satisfactory document evaluation, the applicant shall be advised to facilitate the Authority inspectors to access the aircraft at a time and place acceptable to the Authority, for such checks and inspections required by the Authority;

- 4.4.2 Such checks and inspections shall include physical components installation verification, emergency equipment (location, validity, ease of access and legibility of operating instructions), compliance with the markings and placards requirements and the general aircraft condition.
- 4.4.3 It shall also be required to present for inspection the aircraft Flight Manual, Company Operations Manual, Minimum Equipment List, the aircraft technical records and the Log-Books as applicable and any other such documents as may be required for a particular type of operation.

Note: It is required to rectify all outstanding defects, comply with all due mandatory inspection, modification and replacement requirements at the C of A renewal.

4.5 CERTIFICATE OF AIRWORTHINESS RENEWAL OR VALIDATION FLIGHT TEST REQUIREMENTS

- 4.5.1 The development of approved aircraft maintenance programs requires the identification of all maintenance activities (i.e. replacements, adjustments, function and performance checks) where the manufacturer and or the Authority may require a test flight to verify that the aircraft's flight characteristics and functioning in flight has not significantly deteriorated from the normal design performance for the type.
- 4.5.2 The Authority will specify in each case whether a test flight is required for the renewal of a C of A, taking in consideration the circumstances.
- 4.5.3 Flight tests associated with the renewal of C of A shall be conducted in accordance with an airworthiness flight test schedule prepared for the aircraft type, approved by the Authority and conducted by personnel acceptable to the Authority.
- 4.5.4 Except where the Authority requires additional crew to be carried for a particular airworthiness flight test, the number of persons conducting the test should be confined to the crew specified in the Flight manual which forms part of the Certificate of Airworthiness

4.6 RENEWAL OF THE CERTIFICATE OF AIRWORTHINESS

- 4.6.1 When the Authority is satisfied that all the applicable regulatory requirements have been complied with, the Certificate of Airworthiness will be renewed.

4.7 PERIOD OF VALIDITY OF A CERTIFICATE OF AIRWORTHINESS

- 4.7.1 A certificate of airworthiness renewed under Civil Aviation Regulations is valid for twelve months. However, a shorter period may be specified by the Authority.
- 4.7.2 A certificate of airworthiness shall cease to be in force at the expiry date as indicated there on and when:
- (1) The aircraft or such of its equipment as is necessary for the airworthiness of the aircraft is maintained, overhauled, repaired or modified or if any part of the aircraft or such equipment is removed or if any part of the aircraft is replaced, otherwise than in a manner and with material of a type approved by the Authority;
 - (2) The aircraft or any of its equipment is not maintained as required by the maintenance programme or schedule approved by the Authority;

- (3) An inspection or modification classified as mandatory by the Authority, state of design/manufacture applicable to the aircraft or of any such equipment has **not**, been completed as required;
- (4) The aircraft or any such equipment as required for safe operation has sustained damage.

Approved by the President of the INAC Board of Directors	
Date: <u>25 / 07 / 25</u>	 _____ António dos Santos Lima (Jurist)

ANNEX A - APPLICATION FOR THE ISSUE, RENEW AND VALIDATE A CERTIFICATE OF AIRWORTHINESS

 INAC	REQUERIMENTO PARA RENOVAÇÃO DO CERTIFICADO DE NAVEGABILIDADE APPLICATION FOR THE RENEW OF THE AIRWORTHINESS CERTIFICATE		Reference:	F-330-18
			Revision:	Revision 1
			Date:	14-02-2019

1. IDENTIFICAÇÃO DA AERONAVE / Aircraft Identification

Matrícula da Aeronave / <i>Registration Mark</i> S9 -	Fabricante da Aeronave / <i>Aircraft Manufacturer</i>	Modelo da Aeronave / <i>Aircraft model</i>
Número de Série / <i>Serial Number</i>	Data da Construção / <i>Manufacturing Date</i>	

2. IDENTIFICAÇÃO DO PROPRIETÁRIO / Owner Identification

Nome do Proprietário / <i>owner name</i>	Morada / <i>Adress</i>
Número de Telefone / <i>Telephone Number</i>	Endereço de E-mail / <i>E-mail Adress</i>

3. MOTORES / Engines

Fabricante / <i>Manufacturer</i>	Modelo / <i>Model</i>
Número de Série / <i>Serial Number</i> #1 _____ #2 _____ #3 _____ #4 _____	

4. APU*:

Fabricante / <i>Manufacturer</i>	Modelo / <i>Model</i>	Número De Série / <i>Serial Number</i>
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5. HÉLICES* / Propellers

Fabricante / <i>Manufacturer</i>	Modelo / <i>Model</i>
Número De Série / <i>Serial Number</i> #1 _____ #2 _____ #3 _____ #4 _____ ☐ ☐	

6. ROTORES* / Rotors

Fabricante / <i>Manufacturer</i>	Modelo / <i>Model</i>
Número De Série / <i>Serial Number</i> Principal #1 _____ #2 _____ #3 _____ #4 _____	

7. INFORMAÇÃO ADICIONAL DA AERONAVE / Aircraft Additional Information

Certificado de Navegabilidade anterior Número _____ Data de Validade ____ / ____ / ____

9. MANUTENÇÃO / Maintenance

Identificação da Empresa Responsável Pela Manutenção da Aeronave onde esta pode ser Inspeccionada:
(Identification of the organization in charge of the aircraft maintenance where it can be inspected)

NOME: (Name) _____

MORADA: (Address) _____

CERTIFICADO PART 145 N.º _____ EMITIDO EM: ____/____/_____
(Part 145 Certificate) (Issued in)

(Aplicável a aeronaves usadas ou novas sujeitas a trabalhos após saída de fábrica)
(Applicable to used or new aircraft with supplemental works carried out after delivery from the factory)

10. INSPECÇÃO / Inspection

Caso pretenda que a aeronave seja inspeccionada fora do território nacional preencha a presente declaração:
(If you wish the aircraft to be inspected outside the national territory fill in and sign this statement)

"Pretendo que a aeronave em causa seja inspeccionada no local abaixo indicado, e declaro que me responsabilizo pelas despesas inerentes ao transporte, alojamento e ajudas de custo, resultantes da deslocação dos inspectores do INAC ao referido local."
(*"I wish the aircraft to be inspected in the local indicated below, and I declare that I will be responsible for the travel charges Transportation, Hotel and allowance, pursuant to this trip."*)

Local de inspecção (Inspection local): _____ País (Country): _____

11. DECLARAÇÃO / Statement

Eu por este meio declaro que todas as informações aqui contidas são verdadeiras e que todos os requisitos para a emissão do certificado de Navegabilidade para a aeronave em causa foram cumpridos.
(I hereby declare that all information contained herein is true and that all requirements for issuing the Certificate of Airworthiness for the aircraft concerned have been complied with.)

Nome Completo do Requerente / Applicant's Full Name

Assinatura / Signature

_____/_____/_____
Data / Date

11. DOCUMENTOS A ANEXAR / documents to attach

1. Certificado de navegabilidade para exportação (<i>Export airworthiness certificate</i>)		
2. Cancelamento ao Registo ou Declaração de não-registo (<i>Certificate of Deregistration</i>)		
3. Caderneta técnica ou documento equivalente com registos históricos (<i>Aircraft/ engines/ propellers technical logs</i>)	i. Célula	
	ii. Motor (s)	
	iii. Hélices (s)	
	iv. APU	
4. Registo de cumprimento de Directivas de Navegabilidade aplicáveis (<i>AD's compliance records</i>)	i. Célula	
	ii. Motor (s)	
	iii. Hélices (s)	
	iv. APU	
	v. Appliances (MTOW>5700kg)	
5. Registo de cumprimento de SB's. (<i>SB's compliance records</i>)		
6. Peças de vida limitada da aeronave/ motores/ hélices (<i>Aircraft/ engines/ propellers life limited parts</i>)		
7. Modificações incorporadas, no e após, e respectivos documentos de aprovação, caso não sejam executadas pelo fabricante (<i>Modifications and respective approval documents, if they are not performed by the manufacturer</i>)		
8. Lista de acessórios, rotáveis e equipamentos com indicação da marca, modelo, PN, SN, data de instalação e tempos remanescentes. (<i>Parts and equipment list with indication of manufacturer, model, PN, SN, installation date and remaining times</i>)		
9. Comprovativo de cumprimento das C.T.I.'s. (<i>Compliance records of C.T.I.'s</i>)		
10. Lista de Equipamento de rádio (<i>Radio Equipment List</i>)		
11. Boletim de pesagem e centragem (<i>Weight and balance report</i>)		
12. Registo de defeitos latentes, ocorridos ao fabrico (<i>Latent defects occurred at production</i>)		
13. Processo da última inspecção/ reparação/ montagem (<i>Last inspection/ repair/ assembly work pack</i>)		
14. Certificado de Aptidão ao serviço da última inspecção (<i>Release Certificate of last inspection</i>)		
15. Relatório de Voo de ensaio (<i>Flight test report</i>)		
16. Esquema de pintura e marcas de nacionalidade (<i>Painting scheme with nationality marks</i>)		
17. Versões de passageiros/ carga com legendagem e localização do equipamento de emergência (<i>Passengers/ cargo versions/ layout</i>)		

18. Declaração de acidentes/incidentes em que a aeronave tenha estado envolvida (Accident/Incident Declaration in which the aircraft was involved)				
19. Teste de Flamabilidade (Flammability test)		20. Relatório de teste FDR/CVR (FDR/CVR test report)		21. SELCAL Code
22. MODE S Code		23. Imunidade FM (FM Immunity)		24. Código ELT
25. Lista de Software Crítico (Critical Software List)				
26. Exemplo do folheto de informação de segurança para os passageiros (Passenger Briefing Card)				
27. Manual de Voo ou documento equivalente. (Flight Manual or equivalent document)				
28. Comprovativo de cumprimento dos requisitos para as operações especiais pretendidas: MNPS, B-RNAV, P- RNAV, RVSM, ETOPS, CAT II/III, AWO (Compliance with the requirements of special flight operations requested)				
29. Programa de manutenção aprovado e a sua revisão				
30. Pedido de concessão de Derrogações, caso existam desvios aos requisitos aplicáveis (Application of waiver, in case of non-compliance with the requirements)				
32. Outros Documentos: (Other documents) _____				
12. AVALIAÇÃO GERAL E CERTIFICAÇÃO (Para uso do INAC apenas)				
12.1 O pedido acima foi avaliado de acordo com os requisitos da legislação e regulamentação aplicáveis em vigor e, portanto:				
RECOMENDA ☐ NÃO RECOMENDA ☐ a APROVAÇÃO.				
12.2 Justificativa para NÃO RECOMENDAR (ver relatório de discrepâncias no anexo):				
12.3 Nome do Técnico _____ Assinatura _____ Data ____/____/____				
12.4 RAS Cod./ID ____/____ Data ____/____/____				
12.5 APROVADO ☐ NÃO APROVADO ☐				
12.6 Assinatura da Pessoa Autorizada		12.7 Função		12.8 Data

ANNEX B - AIRCRAFT STATUS REPORT

REPÚBLICA DEMOCRÁTICA DE S. TOMÉ E PRÍNCIPE  Instituto Nacional de Aviação Civil Civil Aviation Authority	Aircraft Status report	Reference:	F-330-05
		Revision:	Revision 1
		Date:	19-01-2024

Aircraft Situation on Date: ____ / ____ / ____

1. Aircraft data

Aircraft Registration: D4-	Hours/Cycles flown since last renewal of Airworthiness Certificate:		
Manufacturer:	Aircraft Type and Model:	Manufacture Date:	
Registered Owner:		Registered lease holder/Operator:	
Category Required of Airworthiness Certificate:		Expiry Date of Airworthiness Certificate:	
Aircraft last weighed on date:		Compass Swing carried out on:	
Next Scheduled date:			

AIRCRAFT			
Serial Number			
Total Time Since New (TTSN)			
Total Cycles Since New (TCSN)			
Type Certificate Number/Rev/Date			
Identify last major inspection and date completed:	Type:	Date:	__FH/__CY
Hours and time remaining to next major check	Type:	Date:	__FH/__CY
Additional Noteworthy Information: <i>Use additional paper as required.</i>			

ENGINE(s)	Engine # 1		Engine # 2	
	RGB	TBM	RGB	TBM
Manufacturer				
Model Number				
Serial Number				
Manufacture Date				
Type Certificate Number/Rev/Date				
Total Time Since New (TTSN)				
Total Cycles Since New (TCSN)				
TBO (per manufacturer)				
Total Time Since Overhaul (TTSO)				
Total Cycles Since Overhaul (TCSO)				

Renewal of a Certificate of Airworthiness

Overhauled/Repaired by: (Organization Name and approval Number)				
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Additional Noteworthy Information: *Use additional paper as required.*
(last repair/overhaul date, unit FH/CY, Form one (or equivalent) number)

PROPELLER(s)	Propeller # 1	Propeller # 2	Propeller # 3	Propeller # 4
Manufacturer				
Model Number				
Serial Number				
Manufacture Date				
Type Certificate Number Number/Rev/Date				
Total Time Since New (TTSN)				
TBO (per manufacturer)				
Total Time Since Overhaul (TTSO)				
Overhauled/Repaired by: (Organization Name and approval Number)				

Additional Noteworthy Information: *Use additional paper as required.*
(last repair/overhaul date, unit FH/CY, Form one (or equivalent) number)

AUXILIARY POWER UNIT (APU)	
Manufacturer	
Model Number	
Serial Number	
Manufacture Date	
Type Certificate Number Number/Rev/Date	
Total Time Since New (TTSN)	
Total Time Since Overhaul (TTSO)	
Total Cycles Since New (TCSN)	
Total Cycles Since Overhaul (TCSO)	
Overhauled/Repaired by: (Organization Name and approval Number)	
Additional Noteworthy Information: <i>Use additional paper as required.</i> <i>(last repair/overhaul date, unit FH/CY, Form one (or equivalent) number)</i>	

LANDING GEAR	LLG1		RLG2		NLG	
	Life limit	TBO component	Life limit component	TBO component	Life limit component	TBO component
Part Name						
Serial Number						
Part Number						
Manufacture date						
Cycles since new and cycles since OVH						

Renewal of a Certificate of Airworthiness

Potential						
Date of last Overhaul						
Remaining to next perform						
Overhauled/Repaired by: (Organization Name and approval Number)						
Additional Noteworthy Information: <i>Use additional paper as required.</i> (last repair/overhaul date, unit FH/CY, Form one (or equivalent) number)						

2. Scheduled Inspections accomplished since last renewal of Airworthiness Certificate

Inspection Type	W.O	AC FH/CY	Date (dd-mm-yyyy)
1)			
2)			
3)			
4)			
The Aircraft has been maintained by the :			
Approved Line Maintenance Organisation _____ Approval n°: _____ Expire date: _____			
Approved Base Maintenance Organisation _____ Approval n°: _____ Expire date: _____			
Approved Maintenance Schedule Reference: _____ Revision No: _____ Approval Date: _____			

3. Airframe/Engine/Prop/Components/Appliances - Airworthiness Directives accomplished since last renewal of Airworthiness Certificate (use additional pages if required and include here the document reference):

Number	Description	W.O	AC Hours	Date (dd-mm-yyyy)

4. Airframe/Engine/Prop/Components– Mandatory SBs accomplished since last renewal of Airworthiness Certificate:

Number	Description	W.O	AC Hours	Date (dd-mm-yyyy)

5. Repairs, Defects accomplished since last renewal of Airworthiness Certificate :

Description	W.O	Repair Classification	AC Hours	Date (dd-mm-yyyy)

6. Modifications accomplished since last renewal of Airworthiness Certificate:

Description	W.O	Modification Classification		Date (dd-mm-yyyy)

7. Incidents, faults, malfunctions and defects since last renewal of Airworthiness Certificate :

Description	Date (dd-mm-yyyy)	AC Hours	Ref. Report to INAC	Final Report Ref. and date

8. Aircraft equipment installation or equipment changes since last renewal

Equipment	Description	W.O	Date (dd-mm-yyyy)

Note: For each required item, additional lines should be inserted to include all maintenance activity since last COfA renewal

9. Aircraft Documents

N°	Document	Document reference	Issue Date
1.	Certificate of Insurance		
2.	C of Registration/ C of Airworthiness/ Radio Station Licence/ Noise Certificate		
3.	Airframe/engine/propeller log books (First and last page and log-Books entries must be updated and certified)		
4.	Status of compliance with the Approved Maintenance Program for aircraft, engines, propellers, landing gear and associated equipment (including all letter checks and out of phase checks).		
5.	TBO components Status for aircraft, engine, propeller		
6.	Life limit parts Status for aircraft, engine, propeller		
7.	Radio/Nav equipment status		
8.	Corrosion Control Program Compliance		
9.	Allowable Differed Defects Clearance Current		
10.	Last Major Maintenance Certificate of Release to Service :		
11.	Current Certificate of Release to Service (if different from 1 above)		
12.	Last Shop visit (inspection /repair and overhaul) Authorized Release to Service form for Engine / Propeller and Landing Gear		
13.	Technical Records – Complete and Updated		
14.	Last Weight and Balance Report		
15.	AD's Compliance for airframe, engine, propellers and components:		
16.	Mandatory Service Bulletins Compliance for airframe, engine, propellers and components:		
17.	Major and Minor Repairs Status for airframe, engine, propellers and components:		
18.	Major and Minor Modification Status for airframe, engine, propellers and components:		
19.	Electrical Load analysis report alterations		
20.	Minimum Equipment List (MEL) updated with the last revision of MMEL		
21.	Aircraft Flight Manual / Pilot Operating Hand Book current with the aircraft configuration		
22.	Continuous Airworthiness Maintenance Program updated with the last revision of MPD and MRBR		
23.	Maintenance Manual status		
24.	Standby Compass Swing Status		
25.	ELT registration updated and battery status		
26.	Report of the annual inspection of FDR/CVR system iaw RACSTP 7.H.105(d)(ii)		
27.	Emergency Safety Equipment (<i>Emergency equipment Layout and the Maintenance Status of each emergency equipment installed</i>)		
28.	Statement of Compliance RACSTP Part 7		

N°	Document	Document reference	Issue Date
29.	Status of all incidents and reportable faults, defects and malfunction		
30.	List of all Concessions/Deviations/ Exemptions granted		
31.	Last Reliability Board report		
32.	Test Flight Report (where Applicable)		

Note: All required aircraft documents and manuals must be made available for assessment at the time of the INAC aircraft survey. The aircraft should be under cover and should have sufficient cowlings and panels removed / open to facilitate the survey.

10. Applicant Certification

Maintenance Certification (Should be Approved Maintenance Organization after 30 June)		
I hereby certify that all inspections and work necessary to ensure the continued airworthiness of this aircraft have been carried out, recorded, certified and the aircraft conforms to its Type Certificate Data Sheet No. _____ Issue/Rev _____ and the aircraft is serviceable and considered satisfactory for the renewal of the Certificate of Airworthiness. Due regard has been taken of the age, condition, utilisation and/or storage conditions; I confirm that compliance has been verified with the Approved Maintenance Programme; Airworthiness directives; Manufacturers' Service bulletins or equivalent; Prescribed periods between Overhaul, Component service life limitations (LLP); Modification and repairs requirements; Test or Calibration; Work previously certified in the relevant records; Mandatory Requirements and the applicable Regulation.		
_____	_____	_____
Maintenance Organisation Name /Approval No.	Maintenance Organisation Authorised Person Title/ Name and Signature	Date (d-m-y)

Operation (Pilot) Certification		
I hereby certify that I have flown this aircraft on / / Flight Schedule n°: _____ and that the behaviour and performance of the aircraft and its equipment, communications and navigational aids conforms to the manufacturers' or airworthiness authority stated operation and performance.		
_____	_____	_____
Name	Signature	Date (d-m-y)

Quality Certification		
The above referenced aircraft and its documents have been inspected and evaluated in accordance with the Civil Aviation Regulations currently in force and It is considered satisfactory for the renewal of the Certificate of Airworthiness.		
_____	_____	_____
Representative Name	Signature	Date (d-m-y)