



## IMPORTATION GUIDANCE AND APPLICATION

(ICAO TYPED ACCEPTANCE OF AIRCRAFT FOR REGISTRATION)

### 1. PURPOSE

- 1.1 The purpose of this procedure is to provide guidance and information to Private owners, Air Operators and SWACAA Airworthiness Inspectorate concerning the issuance of a first Swaziland Certificate of Airworthiness (C of A) for type certificated aircraft imported into Swaziland.

### 2. BACKGROUND

- 2.1 Aircraft are routinely imported into Swaziland; however the process to determine eligibility for import and the process for issuance of a C of A is not detailed in the Swaziland Aviation Regulations.
- 2.2 There are many variables that must be considered for persons wishing to import an aircraft and obtain a C of A. This staff and aviation stakeholders application procedure, through the attached checklists, serves to detail the steps involved in determining eligibility for import and eligibility for the issuance of a C of A.
- 2.3 The attached checklists also include information for the addition of aircraft to various operating certificates. **This information is over and above that needed for the issuance of a C of A and is included here to provide a comprehensive document outlining all the steps involved from import to operation.**
- 2.4 This staff and aviation stakeholders procedure is not intended to cover the eligibility for issuance of Special Certificates of Airworthiness in any category.

### 3. LAYOUT OF DOCUMENT

- 3.1 The importation document as found on pages 3 to 32 of this document is made up of five parts:
- (a) **Part 1** - Provides a general overview of the process.
  - (b) **Part 2** - Is to be completed by the operator **prior to purchasing** the aircraft.
  - (c) **Part 3** - Consists of one method of verification of conformity to the Type Design.
  - (d) **Part 4** - Identifies the additional airworthiness requirements that must be accomplished prior to operating the aircraft under an Air Operator Certificate.
  - (e) **Part 5** - Consists of checklists that identify specific airworthiness / operational requirements for aircraft operated under the Swaziland's Civil Aviation Regulations.

### 4. AVAILABILITY

- 4.1 The importation document annexed to this document is available on the Internet and on the Intranet as a downloadable document. SWACAA personnel should also make copies available to the industry as required.

### 5. EFFECTIVE DATE

- 5.1 This procedure comes into effect immediately.

Solomon Dube - Director General SWACAA - Airworthiness Inspectorate

## LAYOUT OF THE IMPORTATION DOCUMENT

**Part 1:** The information is intended to provide a general overview of the importation process to a prospective applicant. **Part 1 is composed of two pages.**

**Part 2:** Is to be completed by the **applicant** and submitted to SWACAA. **This should be done prior to purchasing the aircraft to ensure it is eligible for importation.** An application for Certificate of Registration (AC-AWS001A refers) may be made when Part 2 is completed and verified eligible for importation by SWACAA. Please refer to AC-AWS002A for additional Guidelines respecting the application for a flight authority. **Part 2 is composed of 7 pages.**

**Part 3:** Consists of two checklists that are to be completed by the **applicant**. Please ensure all segments of the checklists are completed. . **Part 3 is composed of 7 pages.**

**Checklist 1:** This checklist will be used when **conformity to an approved type design** is shown by means of an airworthiness inspection procedure for an aircraft, which will be imported with or without an Export Airworthiness Certificate. **Checklist 1 is composed of 5 pages.**

**Checklist 2:** The following checklist will be used to ensure essential **operating requirements** are met. This checklist is applicable to aircraft imported with or without an Export Airworthiness Certificate. **Checklist 2 is composed of 1 page.**

**Part 4:** Identifies additional airworthiness inspection requirements for airplanes, and helicopters that must be complied with prior to the aircraft being operated as: Operation of aircraft (General) or under the authority of an Air Operator Certificate (AOC), Parachute Operations (Authorization), Aerial Work (AAOC) and Approved Training Organizations (ATO). It is important to note that not all sections are applicable therefore it is imperative the **applicant** review each area of inspection for applicability against the referenced regulation. **This checklist will be submitted to SWACAA Airworthiness Inspectorate as part of the process to add the aircraft to the AOC. Part 4 is composed of 4pages and is optional at time of import.**

**Part 5:** Consists of 4 checklists. Each checklist identifies specific airworthiness regulation / operational requirements for aircraft operated under:

- **Legal Notice 108** Part III Regulation 22- **Air Operator Certification and Administration (AOC)**
- **Legal Notice 113** Part II Regulation 9 – **Parachute Operations Authorization**
- **Legal Notice 114** Part III Regulation 21 (2) - **Aerial Work**, and
- **Legal Notice 115** Part III Regulation 19 – **Approved Training Organizations (ATO)** and
- **Legal Notice 106** **Operation of aircraft** Part II – General Operation Requirements -Aircraft requirements Regulation 3 to 17 / Part III- Aircraft Maintenance Requirements Regulations 18 to 26
- The **applicant** should review and complete the applicable checklist in conjunction with applicable portions of Part 4 of this document. This checklist will be submitted to your Principal Airworthiness Inspector as part of the process to add the aircraft to the AOC. **Part 5 is composed of 8 pages and is optional at time of import.**

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## PART 1: GENERAL OVERVIEW

### Airworthiness Requirements:

An aircraft may be issued a Swaziland C of A whether or not it is imported with an Export Airworthiness Certificate, provided it can be shown and SWACAA is satisfied that the aircraft conforms to an approved type design and is in a condition for safe operation.

*Note: The term “in a condition for safe operation” is intended to cover general aircraft condition and whether or not the aircraft is configured for the type of operation it will be used for.*

*Aircraft may conform with the basic requirements of the Type Certificate Data Sheet (TCDS) but be in poor overall condition. Maintenance may be needed to restore the aircraft and its systems to ensure proper operation. The aircraft may also be intended for operation in a role that requires the installation of additional equipment such as medivac or fire suppression or where specific operational rules require the installation of certain items of equipment such as Flight Data Recorders, survival equipment, Ground Proximity Warning Systems and so on. The combination of proper maintenance and aircraft configuration meet the intent of “in a condition for safe operation”.*

*It is not intended that a SWACAA Inspector assume any responsibility for the condition or safe operation of any aircraft. This is the responsibility of an appropriately qualified person per **Personnel Licensing Regulations 2011 Legal Notice 111 Licensed Aircraft Maintenance Engineer (LAME) Part IX Sub-regulations 111 to 115** and/or the operator of the aircraft.*

### **1.1 The following requirements must be met for the aircraft to be eligible for importation:**

- (a) The aircraft owner must be qualified to be a registered owner of a Swaziland aircraft pursuant to **Aircraft Registration and Markings Regulations 2011 Legal Notice 117 Part II – Aircraft Registration Requirements, Sub-regulations 3 to 9;**
- (b) and **Part III - Nationality and Registration Marks, Sub-regulations 10 to 17** and; the aircraft must conform to an approved type design.

#### **Information Notes:**

*To be eligible for the issuance of a Certificate of Airworthiness, the **applicant** must demonstrate that the aircraft conforms to all the requirements of the TCDS. This will include correct aircraft model and serial number, correct engine, propeller and appliance models plus any additional requirements such as Swaziland configuration modifications, flight manual status, life limitations, and maintenance requirements and so on. The checklists contained in this document are designed for this purpose. **Importers are cautioned to ensure that the aircraft they wish to import is specifically listed in the TCDS by model and serial number.** Contact SWACAA Airworthiness Inspectorate if there is any discrepancy with the aircraft model or serial number and the TCDS.*

### **1.2 For aircraft to be operated commercially and added onto an Air Operator Certificate:**

For aircraft that will be imported and added to an Air Operator Certificate (either commercial or private), additional airworthiness and operational requirements must be met prior to operation of the aircraft. These requirements are contained in Part 4 and Part 5 of this aircraft importation checklist.

### **1.3 For all aircraft to be imported:**

To expedite the importation process, **applicants** shall ensure that the aircraft conforms to all the applicable import requirements before the aircraft is subjected to a conformity inspection.

#### **Information Notes:**

*(i) The **applicant** is responsible to ensure that all major repairs and major modifications carried out prior to importation, are in accordance with approved data. Refer to **Airworthiness Regulations 2011 Legal Notice 107 Sub-regulations 38 (4) and 40(b).***

The **applicant** must provide a complete list of modifications, Supplemental Procedures for Continued Airworthiness (ICA) and Supplemental Type Certificates as early as possible during the import process.

The **applicant** may be required to supply substantiating documentation on any or all modifications, STCs as required by SWACAA. The **applicant** must ensure he/she has access to all information required to support the above.

(ii) Foreign Supplemental Type Certificates (STC's) will be reviewed against configuration, differences in design requirements, AFM supplements, and maintenance manual supplements.

(iii) The **applicant** must ensure that the aircraft complies with the Noise Emission Standards for the type. To determine if an aircraft does or does not need to meet noise emission standards, the following documents must be consulted; the TCDS or ICAO Annex 16.

(iv) If the aircraft is equipped with a Mode "S" transponder, the **applicant** must ensure that the transponder code has been disabled and a new code applied for at the time of registration.

(v) The **applicant** is required to provide SWACAA with documentation "report" (survey) delineating proposed maintenance activities required to bring the aircraft to a condition of conformity to the certified type design and for safe operation. See Part 3.

(vi) If any doubt exists during any importation stage, please contact SWACAA.

**1.4 CONFORMANCE STATEMENT-** this section is to be completed by the aircraft **OWNER** and/or **AUTHORIZED REPRESENTATIVE**

Confirmation by the **applicant** that, for the aircraft to be eligible for importation and issuance of a Certificate of Airworthiness, 1.1(a) and (b) above has been satisfied and are acceptable to the Minister.

**Aircraft Owners Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

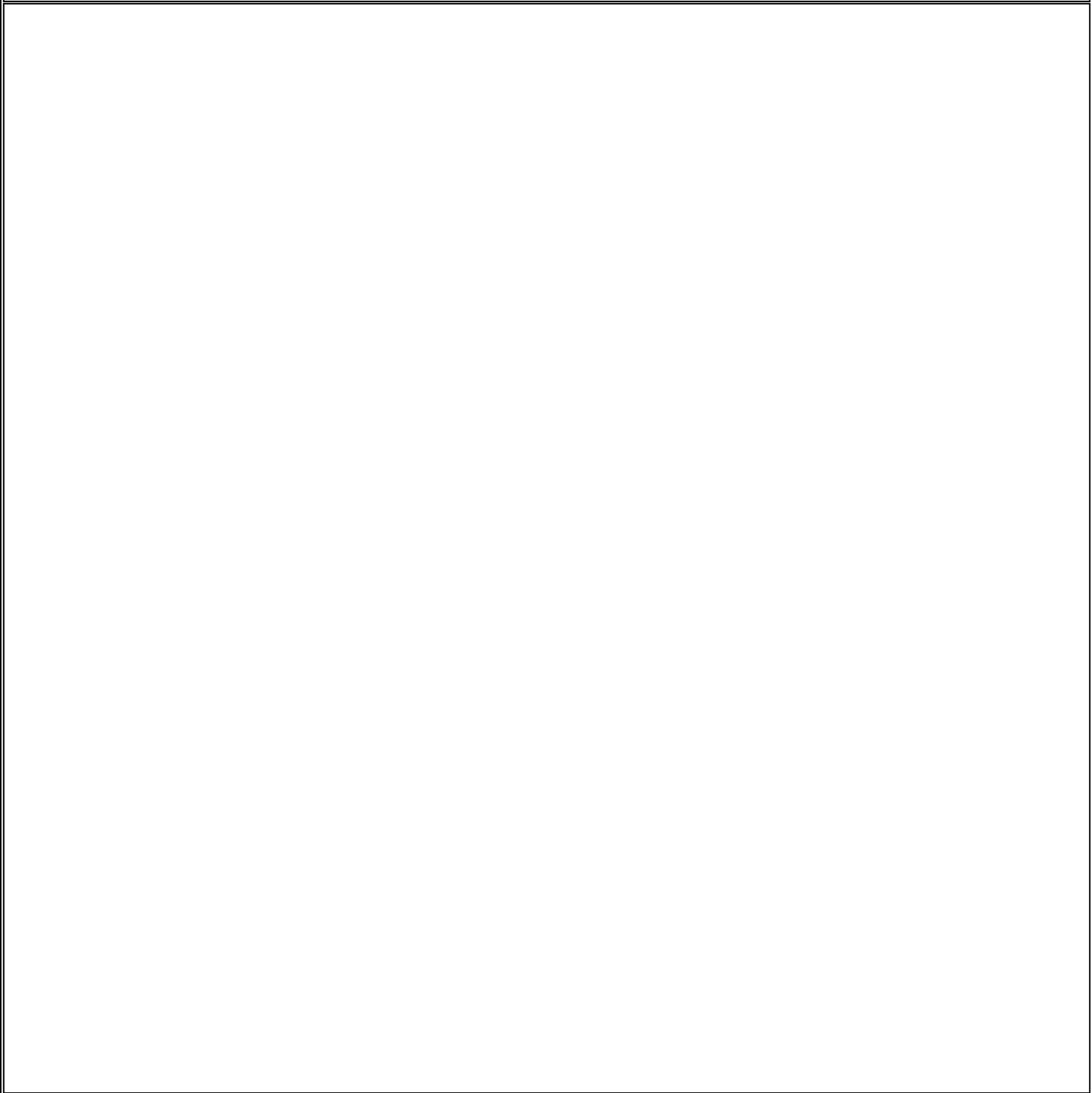
**Aircraft Owners Authorized Representative Name (Importing AMO):** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART 2:** must be completed by the **APPLICANT, where applicable**

Please ensure all **applicable** areas of paragraph 2.1 through to paragraph 2.15 are completed. Mail or deliver to SWACAA .

**2.1 Photograph, copy (rubbing) ACTUAL airframe data plate details including location, in the space provided:**



**PART 2:** to be completed by the **APPLICANT, where applicable**

**2.2 Aircraft Data:**

It is the **applicant's** responsibility to accurately record the applicable airframe, engine, propeller, main rotor, tail rotor 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>		

**PART 2:** to be completed by the **APPLICANT**, where applicable

**2.2 Aircraft Data:** (continued...)

<b>ENGINE</b>	<b>Engine # 1</b>	<b>Engine # 2</b>	<b>Engine # 3</b>	<b>Engine # 4</b>
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:				

<b>PROPELLER</b>	<b>Propeller # 1</b>	<b>Propeller # 2</b>	<b>Propeller # 3</b>	<b>Propeller # 4</b>
Manufacturer				
Model Number				
Serial Number				
Type Certificate Number				
Total Time Since New (TTSN)				
Total Time Since Overhaul (TTSO)				
Additional Noteworthy Information:				







**PART 2:** to be completed by the **APPLICANT, where applicable**

<b>2.3</b> Is the aircraft to be operated privately?      Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Who will conduct the Import? _____	Contact person: _____
Location: _____	Telephone: _____
<b>2.4 (a)</b> This section is to be completed if the aircraft is to be added onto a new or existing Air Operator Certificate or Authorization:	
Identify Air Operator Certificate:	
<input type="checkbox"/> Air Operator Certification & Administration Legal Notice 108. <input type="checkbox"/> Parachute Operations Authorization Legal Notice 113 Part III Sub-Regulations 9.	
<input type="checkbox"/> Aerial Work Legal Notice 114 Part II 7(5). <input type="checkbox"/> Approved Training Organization (ATO) Legal Notice 115 Part III.	
Name of Operator Certificate Holder:	
Operator Certificate Number:	
Address:	Telephone:
<b>(b)</b> Is the aircraft to be added onto the Air Operator Certificate (AOC) Commercial Operator Certificate, Parachute Operations Authorization, Aerial Work (AAOC) or ATO a <b>new aircraft type</b> to the Company?      Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>Note:</b> If Yes, additional operational requirements may be necessary. Contact Flight Operations or Airworthiness Inspectorates, <b>as applicable</b> , for details.	
<b>2.5</b> Please send the preceding completed documentation to SWACAA Airworthiness Inspectorate for aircraft eligibility verification.	

This part is to be completed by a **SWACAA INSPECTOR**

<b>2.6 For Inspectorate Use Only:</b>		
<b>(a)</b> Does the airframe model and serial number agree with the Type Certificate?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>(b)</b> Does the engine(s) model number agree with the Type Certificate?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>(c)</b> Does the propeller(s) model number agree with the Type Certificate?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>(d)</b> Does the APU model number agree with the Type Certificate?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>(e)</b> Is the aircraft eligible for importation under the Type Certificate?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>Note:</b> If the aircraft is not eligible for importation, identify why in the <i>information</i> section below. Contact the aircraft owner / <b>applicant</b> / representative to discuss the details preventing the aircraft importation. Provide guidance to rectify the situation.		
<b>2.7</b> Has the <b>applicant</b> been advised concerning the eligibility of the aircraft for importation?	Eligible <input type="checkbox"/> Not Eligible <input type="checkbox"/>	Date <b>applicant</b> contacted:
SWACAA Inspector name.	_____	
<b>2.8</b> Has the <b>applicant</b> advised SWACAA 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:

**PART 2:** to be completed by the **APPLICANT**, where applicable

<b>Section 2.9, 2.10, 2.11 and 2.12 may be completed when it is determined the aircraft meets eligibility requirements.</b>	
<b>2.9</b> Means of importation: Identify the method to be utilized. Complete a, b or c. <b>(a)</b> Swaziland Registration: _____ Or Foreign Registration: _____ <b>(b)</b> Surface Transportation: _____ <b>(c)</b> Already in Swaziland, Identify Location: _____	
<b>2.10</b> Importation flight route and customs clearance. From: _____ (departure point in foreign country) To: _____ (final destination in Swaziland) Customs Clearance Point: _____ (first landing point in Swaziland)	
<b>2.11</b> Have Swaziland registration marks been reserved:	Yes: <input type="checkbox"/> Marks: _____ No: _____
<b>2.12</b> 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"/>	
<b>2.13</b> Is this aircraft meets the requirements for a Flight Permit? In accordance with Airworthiness Regulations Legal Notice 107 Sub-regulations 17 (d) I hereby request a Certificate of Registration and Flight Permit for the identified aircraft. Aircraft Owner / <b>Applicant's</b> Signature: _____ Aircraft Owner / <b>Applicant's</b> Address: _____ Telephone: _____ Date: _____ Fee Submitted: _____	
<b>2.14</b> Please send the preceding completed documentation (Section 2.9, 2.10, 2.11, 2.12, and 2.13) and associated fees for flight permit to SWACAA Airworthiness Inspectorate and registration to SWACAA PEL Inspectorate.	

This part is to be completed by a **SWACAA INSPECTOR**

<b>2.15</b> For Inspectorate Use Only:	
Has a flight permit been issued or validated (Foreign Registration?)	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"/>

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**PART 3: GENERAL**

**Note:** The following checklist is controlled, therefore it is suggested that, should copies be made, you ensure the revision status is current prior to their use. The checklist is available on the Internet at: [www.swacaa.co.sz](http://www.swacaa.co.sz) Form: AC-AWS002AA

This checklist shall be used to ensure the standardization of the importation process and assure that all data necessary to validate the importation are requested and received from the **applicant**. The SWACAA Inspector will ensure compliance with the requirements stated herein.

Coordination with other SWACAA Inspectorate, such as Flight Operations and PEL Inspectorates (Registration) is recommended.

**Note 1:** SWACAA inspector can inspect the aircraft during the evaluation of the application and on completion of the work. See. *Airworthiness Regulations Legal Notice 107 Part III Sub-regulations 7 and 14.*

Enhancements or questions regarding the importation standard may be made through SWACAA Airworthiness Inspectorate.

It will be the responsibility of the **applicant** to ensure that all import requirements identified in the applicable Swaziland Aviation Regulations have been complied with and validated prior to making application for a Certificate of Airworthiness. Any false claims identified by SWACAA Inspectors during their subsequent review will be forwarded directly to the Enforcement Department for further action.

This section is to be completed by the **APPLICANT**

APPLICATION FOR A FLIGHT AUTHORITY – GENERAL *Airworthiness Regulations Legal Notice 107 Part III Sub-regulations 7 and 14.*

All used aircraft, or new aircraft of a type not previously registered in Swaziland, will be inspected by a SWACAA Inspector as soon as possible after the application for a flight authority has been received.

**METHOD OF IMPORT:**

a) ) Aircraft imported with or without an Export Airworthiness Certificate will utilize **Checklist 1**.

**Note:** An Export Airworthiness Certificate is **NOT** a flight authorization.

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.

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

**PART 3: CHECKLIST 1 - to be completed by the APPLICANT**

**3.1** Note: SWACAA for the time being does not have any Bilateral Airworthiness Agreement or a similar arrangement that provides for acceptance of such Export Airworthiness Certificate with others Civil Aviation Authority of a Country. SWACAA is then using Checklist 1.

**3.2** The following checklist will be used where conformity to an approved type design is shown by means of an airworthiness inspection to procedures detailed in **AC-AWS002A** for an aircraft which has been imported with or without an Export Airworthiness Certificate.

Checklist 1 - Aircraft imported <u>with or without</u> an Export Airworthiness Certificate	Comment and initials (acceptable, accomplished, N/A ...)
<p><b>3.2.1</b> Is the technical history of the aircraft sufficient? A 100 hour inspection, or equivalent shall be carried out.</p> <p><b>Note 1:</b> "Sufficient" in relation to technical history means, as a minimum, a maintenance release or equivalent certification for each maintenance task completed within the preceding year, and technical records in sufficient detail to enable a <u>determination</u> of the following:</p> <ul style="list-style-type: none"> <li>- the identity of the aircraft;</li> <li>- the identity of each installed engine;</li> <li>- the identity of each installed propeller / rotor;</li> <li>- the identity and airworthiness status of each installed serialized component;</li> <li>- the time remaining before the next scheduled task on the applicable maintenance schedule;</li> <li>- the permissible time in service remaining for each life-limited part installed;</li> </ul> <p>See SWACAA Regulations Legal Notice 106 Regulation 21 (8), 24. (a) (b) and (c).</p> <p><b>Note 2:</b> The aircraft owner shall submit a report to SWACAA clearly detailing the inspection conducted and all additional details of the work required to bring the aircraft to a condition of conformity to the certified type design and of safe operation. See SWACAA Regulations <b>Legal Notice 107 Regulation 4</b>. SWACAA, will evaluate the report and inspect the aircraft to determine if the work proposed will bring the aircraft to a condition of conformity and to a condition of safe operation.</p>	

<p><b>3.2.2</b> Is the technical history of the aircraft continuous?</p> <p><b>Note 1:</b> <i>If the technical history of the aircraft <u>lacks continuity</u>, or does not, in the opinion of the "authorized person", contain sufficient data regarding the maintenance of the aircraft, engines, or other aeronautical products, disassembly and inspection are required in addition to that required in See SWACAA Regulations <b>Legal Notice 107 Regulation 41 (1) and (2)</b></i></p> <p><b>Note 2:</b> <i>The aircraft owner shall submit a report to SWACAA detailing what portions of the aircraft, engines, aeronautical products <u>lack continuity</u> and will require disassembly and inspection. SWACAA, will evaluate the report and inspect the aircraft to determine if the work proposed will bring the aircraft to a condition of conformity and to a condition of safe operation.</i></p>	
<p><b>3.2.3</b> Is the technical history sufficient to determine the conformity and condition of the aircraft?</p> <p><b>Note 1:</b> <i>If the technical history of the aircraft is <u>not sufficient to determine the conformity and condition of the aircraft</u>, a complete overhaul is required, except those aeronautical products for which there is documentary evidence that the product has been overhauled within one year prior to the aircraft being imported.</i></p> <p><b>Note 2:</b> <i>The aircraft owner shall submit a report to SWACAA detailing what portions of the technical history are not sufficient to determine the aeronautical product's <u>conformity and condition</u> and will be overhauled. SWACAA will evaluate the report and inspect the aircraft to determine if the work proposed will bring the aircraft to a condition of conformity and to a condition of safe operation.</i></p>	
<p><b>3.2.4</b> Is the aircraft, engine(s), propeller(s) and appliances in compliance with the applicable type certificate data sheets or aircraft specifications?</p>	
<p><b>3.2.5</b> Is the aircraft cabin in an approved configuration?</p> <p><b>Note:</b> <i>Review against the type certificate and approved drawings.</i></p>	
<p><b>3.2.6</b> Have all applicable airworthiness directives been complied with? See)</p> <p><b>Note:</b> <i>The <b>applicant</b> must verify that <u>all</u> applicable airworthiness directives (or foreign equivalents) have been complied with. A list identifying all ADs researched and complied with must accompany the import application. <b>Legal Notice 107 Regulation 15.</b></i></p>	



<p><b>3.2.7</b> Have all major repairs and major modifications been carried out in accordance with data acceptable to SWACAA, and certified indicating that they are of an approved type and were made in accordance with accepted standards of workmanship?  <b>Note 1:</b> <i>Confirm and list all major modifications or major repairs embodied in the product.</i></p>	
<p><b>3.2.8</b> Is the airframe, engine(s) and propeller(s) free of corrosion or within the limits prescribed by the applicable maintenance standards?  <b>Note:</b> <i>If corrosion is within limits, provide complete details of location and indicate the maintenance manual standards.</i></p>	
<p><b>3.2.9</b> Are all aircraft systems, engines, propellers and controls functioning properly and to manufacturer's specifications?</p>	
<p><b>3.2.10</b> Have the engines, propellers, rotors, life limited components, appliances, balloon basket and burner assemblies been identified?  <b>Note:</b> <i>Aeronautical products imported from a country not requiring certain identification data will require the identification data be installed prior to acceptance.</i></p>	
<p><b>3.2.11</b> Is the approved flight manual or approved operating limitations as applicable available for the aircraft?</p>	
<p><b>3.2.12</b> 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?  <b>Note:</b> <i>The aircraft must have a current weight and balance including an equipment list <b>Legal Notice 107 Regulation 32</b> refers.</i></p>	
<p><b>3.2.13</b> 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?  <b>Note 1:</b> <i>Each life limited component, or any product containing a life limited component, which has seen prior service shall be accompanied by its technical record containing details of all repairs and modifications carried out during its service life, and a record of accumulated time in flying hours or cycles, as may be applicable.</i></p>	
<p><b>3.2.14</b> If the aircraft is eligible for a certificate of airworthiness, has it been brought to the required standards through the use of applicable maintenance manuals?</p>	
<p><b>3.2.15</b> Has an application for a certificate of airworthiness been submitted in accordance with <b>Legal Notice 107 Regulation 7</b>  See <b>AC-AWS002A</b></p>	
<p><b>3.2.16</b> Have the appropriate fees been submitted with the Certificate of Airworthiness application?</p>	

<p><b>3.2.17</b> Has the aircraft journey log and other technical records been established for the aircraft as required by <b>Legal Notice 107 Regulation 35 to 41?</b>  <b>Note:</b> <i>Has a maintenance release been provided by a person authorized pursuant to ?</i></p>	
<p><b>3.2.18</b> Does the aircraft technical record include a listing of all applicable “supplemental procedures for continued airworthiness”?</p>	
<p>To the best of my knowledge the information contained in the checklists is true and accurate.</p> <p>Print name of <b>applicant</b> / representative: _____</p> <p>Signature of <b>applicant</b> / representative: _____</p>	
<p>Name of SWACAA Inspector who verified (sampled) the above requirements. _____</p>	

**PART 3: CHECKLIST 1 - to be completed by the APPLICANT**

This part is to be completed by a **SWACAA INSPECTOR**

<b>Checklist 1 - Aircraft imported with or without an Export Airworthiness Certificate [continued ...]</b>		
<b>3.2.19 (a)</b> After evaluation of the report (survey) as required by Part 3 Check List 1, sections 3.2.2, 3.2.3, 3.2.4, and inspection of the aircraft, has the SWACAA inspector determined that the work proposed was adequate to bring the aircraft to a condition of conformity to the certified type design and of safe operation?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Comments:
<b>(b)</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 authority?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>3.2.20</b> Have items not corrected in the proposed work report been entered in the aircraft journey log book  <i><b>Note:</b> It is not absolutely essential that all defects found during the import inspection be corrected before the C of A is issued. Items not corrected must be entered in the journey log book as defects and an assessment made by the pilot in command to determine if the defect will adversely affect the safe flight of the aircraft. This assessment is the same for any operational aircraft.</i>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Date of Issue:
<b>3.2.21</b> Will the Swaziland Certificate of Airworthiness be issued?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Date of Issue:
<b>3.2.22</b> Has the importer / SWACAA rescheduled the inspection if necessary?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Date Rescheduled:
Remarks:		

**PART 3: CHECKLIST 2 - to be completed by the APPLICANT**

<p><b>3.3</b></p>	<p>The following checklist will be used to ensure essential operating requirements are met. This checklist is applicable to aircraft imported <u>with or without</u> an Export Airworthiness Certificate.</p>	
<p><b>Checklist 2 – All type certificated aircraft imported into Swaziland</b></p>		<p><b>Comment and initial</b> (acceptable, accomplished, N/A ...)</p>
<p><b>3.3.1</b> Is there available an <u>Aircraft Flight Manual</u> as required by the applicable airworthiness regulations?</p>		
<p><b>3.3.2</b> Have all <u>Placards</u> required by the applicable airworthiness regulations been affixed to the aircraft or attached to the component in accordance <b><i>Legal Notice 107 Regulation 23?</i></b></p>		
<p>To the best of my knowledge the information contained in the checklists is true and accurate.</p> <p>Print name of <b>applicant</b> / representative: _____</p> <p>Signature of <b>applicant</b> / representative: _____</p>		
<p>Name of SWACAA Inspector who verified (sampled) the above requirements. _____</p>		

**PART 4: as applicable**, this part may be completed by the **APPLICANT** prior to the aircraft being operated.

<b>Checklist 1 Additional Airworthiness Requirements for Aeroplanes, Helicopters and Balloons</b>	
<p>This part identifies additional airworthiness inspection requirements for Operation of Aircraft General (Private used), Air Operator Certification &amp; Administration (AOC), Parachute Operations Authorization, Aerial Work (AAOC) and Approved Training Organization (ATO) of aeroplanes, helicopters, and balloons that must be complied with prior to the aircraft are being operated.</p> <p><b>Note:</b> <i>It is important to note that not all regulations are applicable; therefore, it is imperative the <b>applicant</b> review each area of inspection for applicability against the referenced Regulations. FORM: O-AWS002C refers</i></p>	
<p><b>Additional Airworthiness Requirements for Aeroplanes depending of the type of operations.</b></p> <p><b>A- Private utilization</b></p>	<p><b>Comment and initial (Acceptable, accomplished.)</b> List all applicable regulations.</p>
<p><b>4.1 (a)</b> If the person is the owner/operator of a aircraft , has the aircraft been checked for compliance with:</p> <ul style="list-style-type: none"> <li>• <b>Legal Notice 106 - Operation of Aircraft Part II – General Operations Requirements – Aircraft requirements?</b></li> <li>• <b>Part III Aircraft Maintenance Requirements; and ?</b></li> <li>• <b>Legal Notice 125 – Instruments and Equipment - Part II to VIII</b></li> </ul>	
<p><b>(b)</b> Is an Aircraft Mass Schedule 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><b>(c)</b> Has the Aircraft Mass Schedule been certified by signing a maintenance release?</p> <p><b>(d)</b> Is the aircraft likely to be operated in two or more different configurations? If yes is there a separate Aircraft Mass Schedule addendum for each configuration?</p> <p><b>(e)</b> Does each addendum contain a supplementary list which clearly shows the differences from the basic aircraft?</p> <p><b>(f)</b> Does each addendum include the empty weight and center of gravity for the applicable configuration?</p> <p><b>(g)</b> Is each addendum clearly identified with respect to the aircraft configuration to which it applies?</p> <p><b>Legal Notice 107 – Airworthiness - Part V – Regulation 32? and AC-AWS016A</b></p> <p><b>Note:</b> <i>Aircraft must be weighed to determine their basic weight and the corresponding Centre of Gravity (C of G) position when all manufacturing processes have been completed. Aircraft exceeding 5700 kg (12500 lb) MTMA must be re-weighed 2 years after the date of manufacture and their after at intervals not exceeding 5 years and at such times as the Authority may require. Aircraft not exceeding 5700 kg (12500 lb) shall be weighed at intervals not exceeding 5 years and at such times as the Authority may require.</i></p>	
<p><b>B- Commercial utilization</b></p>	
<p><b>4.2</b> If the operator is an ATO for Flight Crew Licenses and Ratings, has the operator established and maintained an operating manual that provides guidance to crew members in the operation of the aircraft?</p>	
<p><b>4.3</b> Has a <u>Master Minimum Equipment List</u> been produced for the aircraft? If yes, has the operator of the aircraft submitted a MEL for Approval?</p>	
<p><b>4.4</b> If the <u>power driven aircraft</u> is to be operated for <u>Day VFR</u> flight, has the aircraft been equipped per <b>Legal Notice 125 – Instruments and Equipment - Part II to VIII?</b></p>	

<p><b>4.5</b> If the <u>power driven aircraft</u> is to be operated for <u>Night VFR</u> flight, has the aircraft been equipped per <b>Legal Notice 125 – Instruments and Equipment - Part II to VIII?</b></p>	
<p><b>4.6</b> If the <u>power driven aircraft</u> is to be operated for <u>IFR</u> flight has the aircraft been equipped per <b>Legal Notice 125 – Instruments and Equipment - Part II to VIII?</b></p>	
<p><b>4.7</b> Is the aircraft equipped with a <u>Seat and Safety Belt</u> for each person on board the aircraft per <b>Legal Notice 125 – Instruments and Equipment - Part II to VIII?</b></p>	
<p><b>4.8.</b> Is each front seat or flight deck seat equipped with a shoulder harness <b>Legal Notice 125 – Instruments and Equipment - Part II to VIII?</b></p>	
<p><b>4.9</b> If the aircraft is <u>Pressurized</u>, is it equipped with sufficient <u>Oxygen Dispensing Units</u> and oxygen supply to provide, in the event of cabin pressurization failure, sufficient oxygen to continue the flight to an aerodrome suitable for landing as per <b>Legal Notice 125 – Instruments and Equipment - Part II to VIII?</b></p>	
<p><b>4.10 (a)</b> Is an Aircraft Mass Schedule 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><b>(b)</b> Has the Aircraft Mass Schedule been certified by signing a maintenance release?</p> <p><b>(c)</b> Is the aircraft likely to be operated in two or more different configurations? If yes is there a separate Aircraft Mass Schedule addendum for each configuration?</p> <p><b>(d)</b> Does each addendum contain a supplementary list which clearly shows the differences from the basic aircraft?</p> <p><b>(e)</b> Does each addendum include the empty weight and center of gravity for the applicable configuration?</p> <p><b>(f)</b> Is each addendum clearly identified with respect to the aircraft configuration to which it applies?</p> <p><b>Legal Notice 107 – Airworthiness - Part V – Regulation 32? And AC-AWS016A</b></p> <p><b>Note:</b> <i>Aircraft must be weighed to determine their basic weight and the corresponding Centre of Gravity (C of G) position when all manufacturing processes have been completed. Aircraft exceeding 5700 kg (12500 lb) MTMA must be re-weighed 2 years after the date of manufacture and their after at intervals not exceeding 5 years and at such times as the Authority may require. Aircraft not exceeding 5700 kg (12500 lb) shall be weighed at intervals not exceeding 5 years and at such times as the Authority may require.</i></p>	
<p><b>4.11 (a)</b> If the aircraft is a turbine-engine aircraft of a maximum certificated take off mass of over 5,700 kg the Does the aircraft have a <u>Flight Data Recorder</u> (FDR) installed in accordance with <b>Legal Notice 125 - Instruments and Equipment - Part III Regulation 37 to 42</b> and <b>Legal Notice 108 – AOC- Part III Regulations 20 FDR Records?</b></p> <p><b>(b)</b> Has the FDR been maintained in accordance with a maintenance schedule, meeting the requirements?</p> <p><b>(c)</b> Has a correlation check been conducted to ensure all required parameters are being recorded and usable?</p>	
<p><b>4.12 (a)</b> Does the aircraft have a <u>Cockpit Voice Recorder</u> (CVR) installed on board the aeroplanes or helicopters in accordance with <b>Legal Notice 125 - Instruments and Equipment - Part VI – CVR?</b></p> <p><b>(b)</b> Has the CVR been maintained in accordance with a maintenance schedule meeting the requirements of 12 months?</p>	

<b>(c)</b> Has a functional and intelligibility check been completed in accordance with manufacturers maintenance procedures	
<b>4.14</b> Have the <u>Underwater Locating Devices (ULDs)</u> had an operational check performed once a year after initial installation?	
<b>4.15</b> Has the ULD been recertified at 12 month intervals?	
<b>4.16</b> Has the maintenance of ULDs been performed in accordance with the recommendation of the ULD manufacturer?	
<b>4.17 (a)</b> Has the aircraft been maintained in accordance with a <u>Maintenance Schedule</u> ? <b>Note:</b> <i>Identify the maintenance schedule used. Was the previous maintenance schedule approved?</i>	
<b>(b)</b> Has the maintenance schedule been approved by SWACAA where the aircraft is to be operated under ATO or under Commercial Air Services or is a large turbine-powered, pressurized aircraft or an airship?	
<b>4.19</b> Is the maintenance schedule the aircraft will be maintained to, the same as the previous maintenance schedule? <b>Note:</b> <i>If no, Transfer of Aeronautical Products between Maintenance Schedules will be required in accordance with AC- AWS051refers.(SWACAA Order CAA-O-AWS051! )</i>	
<b>4.20</b> Have the propellers been inspected for condition at the times specified in the appropriate maintenance schedule?	
<b>4.21</b> Inspect seat breakover force. Reference FAR 25.785. AC 25-17 recommends a minium horizontal breakover load of 25 lbs.	
<b>4.22</b> Have registration marks been affixed and are they in accordance with Legal Notice 117 Part III?	
<b>4.23 (a)</b> Has the <u>Air Operator</u> submitted an acceptable <u>amendment</u> to SWACAA for the Air Operator Maintenance Control Manual for addition of the aircraft?	
<b>(b)</b> Has the <u>Approved Maintenance Organization</u> submitted an acceptable <u>amendment</u> to SWACAA for the Maintenance Policy Manual?	
<b>4.24(a)</b> Have <u>Technical Records</u> been established in accordance with Legal Notice 107 – Airworthiness Part VII? <b>Note:</b> <i>Journey log, separate technical record for airframe, each installed engine, and each variable pitch propeller and an empty weight and balance report. For balloons or gliders all entries in respect of the technical records may be kept in the journey log.</i>	
<b>(b)</b> Have entries into the technical records been accurate, legible and permanent?	
<b>(c)</b> 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?	
<b>(d)</b> Have Technical records for the airframe, engine, propeller or component been initiated?	
<b>(d)</b> At the time of transfer, did the previous owner deliver to the new owner all of the technical records that related to the aeronautical product?	

Remarks:

Print name of **applicant** / importer who verified all the above requirements

Signature of **applicant** / importer who verified all the above requirements



**PART 5: As applicable**, this part may be completed by the **APPLICANT** prior to the aircraft being operated.

Part 5 consists of 4 checklists which pinpoint specific airworthiness / operational requirements for aircraft operated under:

- **Legal Notice 114** Part III Regulation 21 (2) - **Aerial Work. Checklist 1.**
- **Legal Notice 108** Part III Regulation 22- **Air Operator Certification Administration (AOC). Checklist 2.**
- **Legal Notice 115** Part III Regulation 19 – **Approved Training Organizations (ATO) Checklist 3** and
- **Legal Notice 113** Part II Regulation 9 – **Parachute Operations Authorization, Checklist 4.**

Additional requirements for <b>Aerial Work</b> operations - <b>Legal Notice 114</b>	
<b>Checklist 1</b> in conjunction with other applicable requirements, will apply in respect of the operation of an aeroplane or helicopter in <u>aerial work</u> . See applicable type of operations below.	<b>Comment and initial</b> <b>(acceptable, accomplished, N/A ...)</b>
<b>PART II - AGRICULTURAL AIR OPERATIONS Regulation 7 (5) refers.</b>	
<b>5.1.1 (a)</b> Does the applicant for a private or commercial agricultural air operator certificate have one or more certified and airworthy aircraft, equipped for agricultural operation?	
<b>(b) Fastening of safety belts and harnesses</b> Regulation 16 refers.	
<b>PART III – ROTOR CRAFT EXTERNAL LOAD OPERATIONS</b>	
<b>Rotorcraft Regulation 30.</b>	
<b>5.1.2</b> Does the applicant for a rotorcraft external-load operator certificate have the exclusive use of at least one rotorcraft that-	
<ul style="list-style-type: none"> <li>• Is type certificated and meets the requirements of Regulations?</li> <li>• Complies with the certification provisions that apply to external load combinations for which authorization is requested?</li> </ul>	

<p><b>Structures and design Regulation 41.</b></p> <p><b>5.1.3 Does the rotorcraft comply with the following requirements?</b></p> <p>(1) An external-load attaching means and a quick release device means of a rotorcraft shall be approved by the Authority.</p> <p>(2) The total weight of the rotorcraft-load combination shall not exceed the total weight approved for the rotorcraft during its type certification.</p> <p>(3) The location of the center of gravity shall, for all loading conditions, be within the range established for the rotorcraft during its type certification.</p> <p>(4) For Class C rotorcraft-load combinations, the magnitude and direction of the loading force shall be established at those values for which the effective location of the center of gravity remains within its established range.</p>	
<p><b>Markings and placards Regulation 44.</b></p> <p><b>5.1.4 Does the rotorcraft comply with the following requirements?</b></p> <p>(1)The markings and placards shall be displayed conspicuously on a rotorcraft and shall be such that they cannot be easily erased, disfigured or obscured.</p> <p>(2) The placard displayed in the cockpit or cabin shall state the class of rotorcraft-load combination and the occupancy limitation for which the rotorcraft has been approved.</p> <p>(3) The placard, marking or instruction displayed next to the external-load attaching means shall state the maximum external load approved.</p>	
<p><b>PART IV - GLIDER TOWING, PICKING UP AND RAISING OF PERSONS AND ARTICLES</b></p> <p><b>5.1.5 Does the aircraft comply with the following requirements?</b></p> <p><b>Towing of gliders Regulation 45</b></p> <p>(1) No person operating an aircraft in flight shall tow a glider unless the certificate of airworthiness is valid and includes an express provision that the aircraft shall be used for towing a glider of that particular type. <b>(SWACAA responsibility)</b></p> <p>(3) No person shall operate an aircraft that is towing a glider unless the aircraft is equipped with a tow hook and release control system that meets the applicable standards of airworthiness?</p>	

<p><b>PART V - BANNER TOWING</b></p> <p><i>Aircraft requirements Regulation 51.</i></p> <p><b>5.1.6 Does the aircraft comply with the following requirements?</b></p> <p>(1) No person shall operate an aircraft that is towing a banner unless the aircraft is equipped with a tow hook and release control system that meet the applicable standards of airworthiness.</p> <p>(2) No person shall operate a helicopter that is towing a banner unless the helicopter has a means to prevent the banner from becoming entangled in the tail rotor of the helicopter during all phases of flight, including auto-rotations.</p>	
<p><b>PART VI - TELEVISION, MOVIE OPERATIONS, AERIAL PHOTOGRAPHY AND AERIAL SURVEY</b></p> <p><i>Aircraft requirements Regulation 55.</i></p> <p><b>5.1.7 Does the aircraft comply with the following requirements?</b></p> <p>No person shall use an aircraft in motion picture, television filming, aerial photography or aerial survey operations, unless there is in respect of the aircraft a certificate of airworthiness or a restricted certificate of airworthiness issued for the purpose of exhibition. . <b>(SWACAA responsibility)</b></p>	

Remarks:

Print name of applicant / importer who verified all the above requirements

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**PART 5: as applicable**, this part may be completed by the **APPLICANT** prior to the aircraft being operated

Additional requirements <b>Legal Notice 115</b> Part III Regulation 19 – <b>Approved Training Organizations (ATO)</b>	
<b>Checklist 3</b> in conjunction with other applicable requirements, will apply in respect of an aeroplane, helicopter, glider, balloon, gyroplane or ultra light aeroplane used for <u>flight training</u> .	<b>Comment and initial</b> <b>(acceptable, accomplished, N/A ...)</b>
A holder of an approved training organization certificate shall provide an adequate fleet of training aircraft appropriate to the courses of training for flight crew licenses and ratings and aircraft provided shall be fitted with duplicated primary flight controls for use by the instructor and the student and shall not have swing-over flight controls.	
Does the fleet include:	
<b>5.3.1</b> As appropriate to the courses of training, aeroplanes suitable for demonstrating <u>stalling and spin avoidance</u> ?	
<b>5.3.2</b> As appropriate to the courses of training, a helicopter suitable for auto-rotation demonstration?	
<b>5.3.3</b> Aircraft suitably equipped to simulate instrument meteorological conditions and suitably equipped for instrument flight training and testing?	
<b>5.3.4</b> If the aeroplane or helicopter is used for radio navigation training, is it equipped with an ADF, VOR or GPS radio navigation aid receiver?	
<b>5.3.5</b> If the aircraft is to be used for instrument training, is it equipped in accordance with requirements for IFR flight ?	
<b>5.3.6</b> Is each front seat of an aeroplane or helicopter to be used by a trainee or flight instructor equipped with a safety belt that includes a shoulder harness?	
Remarks:	
<u>Print name of applicant</u> / importer who verified all the above requirements	
<u>Signature of applicant</u> / importer who verified all the above requirements	

Additional requirements <b>Legal Notice 113</b> Part II Regulation 9 – <b>Parachute Operations Authorization</b>	
<b>Checklist 4</b> , in conjunction with other applicable requirements, will apply in respect of an aeroplane, helicopter, used for <u>parachute operations</u> . A parachute descent shall be made only from an <u>aircraft type that has been authorized by the Authority</u> .	<b>Comment and initial (acceptable, accomplished, N/A ...)</b>
<b>5.4.1</b> Does the aircraft to be used meet the requirements of FAA Advisory Circular <b>AC105 2E - Appendix 2</b> . Operation of aircraft with door removed or modified for parachuting operations?	
<b>5.4.2</b> Does the aircraft have approved procedure and operating limitations in their approved State of design approved Aircraft Flight Manual (AFM) or State of design approved Supplemental Type Certificate (STC)? If yes, the aircraft may operate in accordance with those documents.	
<b>5.4.3</b> Does the aircraft meet the <b>AC105 2E - Appendix 3</b> Seating configuration and Restraint System Safety?	
<b>5.4.4</b> Does the aircraft have been maintained and certified in accordance with Legal Notice 107 – Airworthiness Regulations?	
Remarks:	
<u>Print name of applicant</u> / importer who verified all the above requirements	
<u>Signature of applicant</u> / importer who verified all the above requirements	