

## AIRWORTHINESS REVIEW CERTIFICATE ISSUE AND EXTENSION

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### 1. ISSUING OR EXTENDING AN AIRWORTHINESS REVIEW CERTIFICATE

#### 1.1 INTRODUCTION

The CAA is introducing an electronic interactive system for the issue, extension and renewal of Airworthiness Review Certificates (ARCs). This information technology (IT) system is scheduled for delivery from our suppliers early in 2009.

In advance of the launch of this IT system, a download option aligned to our highly successful touch-it-once will be available.

Below, we outline the processes to be used by approved organisations:

##### Section 2.1:

The three processes shown in section 2.1 should be used by Part M approved organisations holding the ARC privilege, (including submissions from approved Part M organisations who's principle place of business is located in other EU Member States), in accordance with the organisation's schedule of approval.

##### Section 2.2:

Until 5 January 2009, the process identified in section 2.2 may be used by organisations holding BCAR A8-15 (M3), or BCAR A8-3 supplement 2 approval, in accordance with an organisation's schedule of approval.

Full process maps and details can be found at [www.caa.co.uk/arc](http://www.caa.co.uk/arc)

#### 1.2 APPLICATION FEES

A fee calculator related to the recommendation process is located at [www.caa.co.uk/arc](http://www.caa.co.uk/arc).

The fees applied are shown in the Airworthiness Scheme of Charges Official Record Series 5 No. 229, (scheme No 238 is effective from 22 October 2008), on the CAA web under 'Scheme of Charges' link under shortcuts on the CAA welcome page.

#### 1.3 FURTHER INFORMATION

For any enquiries related to the information within this document, further information can be found at [www.caa.co.uk/arc](http://www.caa.co.uk/arc). Email enquiries should be sent to [AandAARC@caa.co.uk](mailto:AandAARC@caa.co.uk)

## 1.4 DATING PROTOCOLS

The following anticipation periods may be used:

- Up to 90 days in anticipation of the issue of an ARC.
- Up to 14 days in anticipation of the extension of an ARC.

For the **issue** of an ARC:

**Anticipation less than 90 days** prior to expiry of the ARC:

- The ARC issue date is from the day the ARC is issued.
- The expiry date will be one year from the expiry date of the last ARC.

**Anticipation more than 90 days** prior to expiry of the ARC:

- The ARC issue date is from the day the ARC is issued.
- The expiry date is:
  - One-year from the review date for an ARC 15B or
  - One-year from the recommendation date for an ARC 15A.

**NOTE 1:** Where the anticipated period is within ninety days, both airworthiness review and survey must be carried out within the ninety days anticipated period.

**NOTE 2:** Where the anticipated period is greater than ninety days, both the airworthiness review and the aircraft survey must be carried out within the ninety days preceding the recommendation date.

For the **extension** of an ARC:

**Anticipation less than 14 days** prior to expiry of the ARC:

- The ARC issue date is from the day the ARC is extended.
- The expiry date is twelve months from the expiry date of the last ARC.

**NOTE 3:** If the ARC has expired, a new ARC must be issued or recommended.

## 2. RECOMMENDATION PROCESSES

### 2.1 PROCESSES FOR APPROVED PART M ORGANISATIONS

a) The following process should be used by a Part M approved organisation for the **recommendation to the CAA for the issue** of an ARC:

- Approved Part M organisation performs a renewal process in accordance with their approved exposition.
- A form **AD203** recommendation and compliance statement, should be downloaded from the CAA website at [www.caa.co.uk/arc](http://www.caa.co.uk/arc)
- An appropriately authorised airworthiness review person within the approved organisation should complete the AD203.
- The AD203 should be scanned and emailed to [AandAARC@caa.co.uk](mailto:AandAARC@caa.co.uk) , or posted, to the Applications and Approvals Department (AAD) to confirm each aircraft ARC recommendation.
- Payment must be submitted at time of notification.
- Following verification, the CAA shall issue an ARC 15A.
- Documents will be sent to the addressee and confirmation of the issue should be shown on G-INFO within five working days.

b) The following process should be used by the Part M approved organisation for the **issue** of an ARC 15B:

- The approved Part M organisation conducts an airworthiness review in accordance with procedures contained in their approved exposition.
- An ARC template, form **ARC 15B**, should be downloaded from the CAA website at [www.caa.co.uk/arc](http://www.caa.co.uk/arc)
- An appropriately authorised person within the approved organisation should complete and certify the ARC 15B. A unique ARC reference number should be added to the document in accordance with company procedures.
- A copy of the ARC 15B must be sent, (preferably scanned and emailed to [AandAARC@caa.co.uk](mailto:AandAARC@caa.co.uk)) to AAD within 10 days to confirm each aircraft ARC renewal in compliance with M.A.710 (f).
- Payment must be submitted at time of notification.
- Confirmation of receipt will be shown on G-INFO within five working days.

c) When the Part M approved organisation **extends** an ARC issued by the CAA on form 15A, the following process must be followed:

This procedure is only applicable to aircraft operated by a Commercial Air Transport operator, where the aircraft has been managed in a controlled

environment by a unique Part M Subpart G organisation for a minimum period of twelve months.

- An extendable copy of the form **ARC 15A** should be requested from the CAA, Applications and Approvals Department. The extendable ARC 15A will be identified as a supplementary document to the original ARC.
- Payment should be submitted at the time of application.
- An appropriately authorised individual within the approved organisation should complete the extendable copy of the form ARC 15A. Both the original ARC 15A and extendable supplementary form ARC 15A should be kept together.
- A copy of the completed extendable form ARC 15A must be sent, (preferably scanned and emailed), to AAD at [AandAARC@caa.co.uk](mailto:AandAARC@caa.co.uk) within 10 days to confirm each aircraft ARC renewal in compliance with M.A.710 (f).
- Confirmation of receipt will be shown on G-INFO within five working days.

## 2.2 PROCESS FOR BCAR APPROVED ORGANISATIONS

d) In accordance with UK CAA Exemption reference E2591, the following process may be used by organisations holding BCAR A8-15 (M3), or BCAR A8-3 supplement 2 approval up to 5 January 2009 for the **recommendation to the CAA for the issue** of an ARC.

- Approved BCAR A8-15 (M3), or BCAR A8-3 supplement 2 organisation performs a renewal process in accordance with their approved exposition.
- A form **AD203** recommendation and compliance statement, should be downloaded from the CAA website at [www.caa.co.uk/arc](http://www.caa.co.uk/arc)
- The present nominated signatory for national approvals, (to recommend Certificate of Airworthiness renewal), within the approved organisation should complete the form AD203.
- The form AD203 must be sent, (preferably scanned and emailed), to AAD at [AandAARC@caa.co.uk](mailto:AandAARC@caa.co.uk), or posted to confirm aircraft ARC recommendation.
- Payment must be submitted at time of notification.
- Following verification, the CAA shall issue a form ARC 15A.
- Documents will be sent to the addressee and confirmation of the issue should be shown on G-INFO within five working days.