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GCAA ADVISORY CIRCULAR

AIRWORTHINESS
AC NO: GCAA AC/AIR/004

SUBJECT: INITIAL ISSUE OF AIRCRAFT CERTIFICATE OF AIRWORTHINESS

DATE ISSUED: 24-08-2016
DATE REISSUED 31-10-2026
ISSUED BY: Director Aviation Safety Regulation

Note: Advisory Circulars (ACs) are not mandatory in nature, but provide means such as guidance, methods, procedures, and practices acceptable to the Authority for complying with regulations, standards, rules, directives, and other requirements in a systematic manner. These are not necessarily the only means of compliance. ACs may also contain explanations of regulations, other guidance material, best practices, or information useful to the aviation community. Unless incorporated into a regulation by reference, ACs are not regulatory in nature and do not create or change a regulatory requirement. A change of a regulatory requirement may come in the form of a Directive. An Advisory Circular is not a Directive.

1. PURPOSE

a. This Advisory Circular (AC) provides information and guidance concerning an acceptable means of compliance with Regulation 6 of the Civil Aviation (Airworthiness) Regulations 2024 for the initial issuance of a Certificate of Airworthiness (C of A) for an aircraft registered in Guyana. The required form(s) are obtainable from the Guyana Civil Aviation Authority (GCAA) at www.gcaa-gy.org.

b. Contained in this AC are criteria recommended by the Authority for the initial issue of an aircraft Certificate of Airworthiness. Thus, this document applies to the process by which a person or company shall apply for a Certificate of Airworthiness. A Certificate of Airworthiness cannot be issued to an aircraft until it has been registered and entered in the Guyana Aircraft Register.

2. RELATED LAWS/REGULATIONS/REQUIREMENTS

a. The Civil Aviation Requirements for Airworthiness 2024, 5.4.5, 5.4.6, IS 5.4.1.5 and IS 5.4.1.6.

b. The Civil Aviation Requirements for Instruments and Equipment (No. 2 for 2024) 2024, (7.1 to 7.10) and associated Implementing Standards as applicable.

3. EFFECTIVE DATE

Advisory Circular AC #: GCAA AC/AIR/004 takes effect from the ***1st Day of December 2026*** and remains valid until cancellation or revocation by the Director General Civil Aviation.

4. RELEVANT REFERENCES

a. Civil Aviation (Airworthiness) Regulations 2024.

b. Civil Aviation Requirements for Airworthiness 2024.

c. Civil Aviation Requirements for Instruments and Equipment (No. 2 for 2024) 2024

d. Civil Aviation Requirements for Air Operator Certification and Administration (No. 2 for 2024) 2024.

5. CONTACT INFORMATION

Director General Civil Aviation
Guyana Civil Aviation Authority
Lot 1 Middleton & Craig Streets,
Campbellville,
Georgetown, Guyana
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FAX: (592) 225 6800
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Director Aviation Safety & Security Regulation
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6. AUDIENCE

This AC affects owners and operators of Guyana registered aircraft who are seeking to have their aircraft issued with a Certificate of Airworthiness.

7. CANCELLATION

As of its effective date, this AC cancels AC #: GCAA AC/AIR/004 dated 1st September 2016.

8. CHANGES

To provide guidance with newly promulgated Regulations and Requirements.

9. FORMS TO BE USED

a. Application for Certificate of Airworthiness GCAA Form No. GCAA/AIR/2657.

b. Airworthiness Engineer's Report GCAA Form No. GCAA/AIR/2658.

10. AIRWORTHINESS REQUIREMENTS

10.1 ACCEPTABLE STANDARDS

a. The applicant for a Certificate of Airworthiness (C of A) for an aircraft which is a first of its type, must be a holder of a Letter of Acceptance for Type Certificate issued by the Guyana Civil Aviation Authority (GCAA).

11. PROCEDURE

a. An applicant for the grant of a Certificate of Airworthiness shall submit a completed Application for Certificate of Airworthiness Form No. GCAA/AIR/2657, accompanied by the appropriate fees. It is particularly important to declare the category of the C of A being applied for, since the applicant is required to demonstrate that the aircraft satisfies the relevant airworthiness/operational equipment requirements, and that the aircraft satisfies the category of airworthiness for the intended operation as attested by the Type Certificate Data Sheet issued by the Aviation Authority of the State of Design.

b. Also required, is evidence that the aircraft is in compliance with the type certification basis of the State of Design, the airworthiness codes accepted by the Guyana Civil Aviation Authority, in the form of an Export Certificate of Airworthiness, issued **no earlier than sixty (60) days** before the import of the aircraft into Guyana (due allowance will be made if the aircraft has been imported by sea).

c. In the event, the exporting State does not issue Certificates of Airworthiness for Export, evidence of compliance with the airworthiness codes accepted by the Guyana Civil Aviation Authority must be provided and may be in the form of a letter of inspection and compliance and that they know of no objection to the issue of the C of A.

d. For aircraft which have already been entered on the Guyana Register and which are to be delivered to Guyana for completion of the formalities associated with the issue of the C of A, the owner/operator shall be responsible for the coordination and expenses associated with this process.

e. The aircraft will be required to be made available for survey (inspection) by the Authority at suitable times and for periods considered necessary. The Owner/Operator shall prepare the aircraft to permit access as necessary and shall perform any checks and tests that may be requested.

12. TECHNICAL DOCUMENTS

For an initial C of A, the applicant is required to provide the following documents to the GCAA for acceptance or approval:

1) Maintenance Programme (must be approved prior to C of A application).
2) Application for C of A, Form No. GCAA/AIR/2657
3) Two copies of the Flight manual for acceptance.
4) Minimum Equipment List (MEL) for approval *(if applicable)*
5) Weight and Balance schedule for approval
6) Electrical load analysis for approval
7) Application for Noise Certificate Validation *(if applicable)*
8) A signed Engineer's Report, Form No. GCAA/AIR/2658 along with the following documents:
    i. Export C of A
    ii. Technical Publications *(access to)*
    iii. Equipment list
    iv. Type Certificate Data Sheet (TCDS) – Engines, Airframe & Propellers
    v. Compass Swing Report
    vi. Modification status
    vii. Previous and current statutory logbooks
    viii. List of all applicable ADs and SBs
    ix. Proof of compliance with applicable ADs and SBs
    x. List of life- limited parts status
    xi. Radio Station Licence

xii. Evidence of Bridging Inspection as applicable

xiii. Evidence of compliance with the Civil Aviation Requirements for Instruments and Equipment (No. 2 for 2024) 2024.

13. INSPECTION

a. The applicant will be required to make the aircraft available for inspection and the level of inspection access required will be determined by the GCAA.

b. The aircraft shall be prepared for inspection by an appropriately Licensed Aircraft Maintenance Engineer (LAME) or an Approved Maintenance Organisation (AMO) and the following will be verified at the inspection:

1) A certification that the aircraft has been found to be in compliance with the Type Certificate Data Sheet (or equivalent document) and that all the required placards are installed.

2) Verification of the establishment of the aircraft records, tracking system and access to current publications.

3) The operational checks of the installed avionics systems.

4) A physical survey of the airframe, engine and propellers and associated systems.

14. OTHER REQUIREMENTS

a. Export C of A for the aircraft being imported should be endorsed with:

1) The national requirements with which the aircraft comply, giving the title, issue number and effective date.

2) Such deviations from the national requirements as may have been authorised in writing by the National Airworthiness Authority that issued the Export C of A.

3) Such additional special conditions that were required before the issue of the Export C of A.

b. The submitted list of applicable Airworthiness Directives (ADs) and Service Bulletins (SBs) **must** entail the following:

1) A declaration of the ADs, SBs and ASBs that have been complied with. Where alternate means of compliance were offered, the means chosen shall be stated.

2) Identification of ADs, SBs and ASBs that require repetitive compliance. Information as to when the next compliance is due must also be provided.

c. Statement of modification status must also include:

1) Customer options incorporated.

2) Equipment incorporated.

15. VALIDITY OF A CERTIFICATE OF AIRWORTHINESS

a. A Certificate of Airworthiness issued by the GCAA is valid for a period of **one year (12 calendar months)** from the date of issue or subsequent renewal or such lesser period as the Director General Civil Aviation may decide in a particular case.

b. A C of A may be renewed for another **12 calendar months** upon request by the owner or operator of a Guyana registered aircraft after satisfying the requirements for the C of A renewal. (Refer to Issue 3, AC #: GCAA AC/AIR/005 — Renewal of Aircraft Certificate of Airworthiness).

c. In accordance with Regulation 6 of the Civil Aviation (Airworthiness) Regulations 2024, the issue of a C of A is dependent on the Director General Civil Aviation being satisfied that the aircraft is fit to fly and the Director General reserves the right to refuse the issue of a C of A until he is so satisfied. Nothing in this AC may be construed to mean that an applicant is entitled to the grant of a C of A on the sole basis of a documentary submission that the aircraft is in conformity with the airworthiness requirements.

d. Any deviation from the above must first be approved by the Director General Civil Aviation.

e. Any further information or clarification required can be obtained from the Authority at the address, telephone and email listed in Paragraph 5— Contact Information.

Approved by:

Lt. Col (Ret'd) Egbert Field, A.A
Director General of Civil Aviation
Guyana Civil Aviation Authority