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GCAA ADVISORY CIRCULAR

AIRWORTHINESS
AC NO: GCAA AC/AIR/005

SUBJECT: **RENEWAL OF AIRCRAFT CERTIFICATE OF AIRWORTHINESS**

DATE ISSUED: 29-09-2020
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 9 of the Civil Aviation (Airworthiness) Regulations 2024 regarding the renewal of the Certificate of Airworthiness of a Guyana registered aircraft. 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 renewal of an aircraft Certificate of Airworthiness. Thus, this document applies to the process by which a person or company shall apply for the renewal of an aircraft Certificate of Airworthiness.

2. RELATED REGULATIONS/REQUIREMENTS

a. The Civil Aviation (Airworthiness) Regulations 2024.

b. The Civil Aviation Requirements for Airworthiness 2024.

3. EFFECTIVE DATE

Advisory Circular GCAA AC/AIR-005 becomes effective on the ***1st Day of December 2026*** and shall remain in force until superseded or withdrawn by the Director General Civil Aviation.

4. RELEVANT REFERENCES

a. Regulation 9 of the Civil Aviation (Airworthiness) Regulations 2024.

b. Requirements 5.4.5 and 5.4.6 and IS 5.4.1.5. and IS 5.4.1.6. of the Civil Aviation Requirements for Airworthiness 2024.

5. CONTACT INFORMATION

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6. AUDIENCE

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

7. CANCELLATION

As of its effective date, this Advisory Circular GCAA AC/AIR/005 replaces Airworthiness Circular GCAA AC/AIR/005, dated 19-10-2020.

8. CHANGES

The reason for changes to Advisory Circular GCAA AC/AIR/005 is to provide guidance with newly promulgated Regulations and Requirements.

9. FORMS TO BE USED

Engineer's Report GCAA Form No. GCAA/AIR/2658. This form can be obtained from the Authority head office or the Authority's website www.gcaa-gy.org.

10. REQUIREMENTS

a. Application for renewal of a Certificate of Airworthiness (C of A) shall be submitted in writing to the Director General of Civil Aviation (DGCA), together with the prescribed fee. The application shall be made **at least 28 days** prior to the expiration date of the current Certificate of Airworthiness so that all necessary formalities can be completed and the Certificate of Airworthiness renewed before the expiry date.

b. The renewal of a C of A is dependent on evidence being provided that the aircraft complies with the appropriate airworthiness requirements and is airworthy.

c. An inspection of the aircraft and all relevant records shall be done prior to the renewal of the Certificate of Airworthiness. The depth and extent of the inspection will depend on:

1) The age of the aircraft, areas and types of operation, and conditions of storage.

2) The extent of any unscheduled work that was carried out on the aircraft since the last renewal following such events as serious or repetitive defects, defects or damage requiring major repairs or modifications, inspections following hard or heavy landings or abnormal stresses during flight or on the ground, corrosion in major structure, etc.

3) The time in service since new and since overhaul of any components of the aircraft, engines, propellers or equipment which are subject to an approved overhaul period.

4) Changes of major structural components such as wings, tailplanes, helicopter rotors or transmission components and histories of the replacement components.

d. It is required that:

1) The aircraft should be made available at a time and place acceptable to the Authority, for such checks and inspections required by the Authority.

2) The necessary personnel and equipment should be made available so that the required checks and inspections can be carried out satisfactorily.

3) All relevant records of previously completed inspections, maintenance, calibration, etc., since the last C of A renewal shall be made available to the Authority for inspection.

4) All work for the maintenance of airworthiness of aircraft under an AOC or Aerial Work Category shall be carried out under the supervision of an Approved Maintenance Organisation (AMO). In the case of aircraft under the private category work for the maintenance of airworthiness of aircraft may be carried out by an AMO or a duly type rated AME. All such work shall be done in a manner acceptable to the Authority and in conformity with the requirements, specifications, drawings and instructions relating to the approved design of the subject aircraft.

5) Full particulars of the work accomplished shall be entered into the appropriate logbooks and a maintenance release issued.

e. The following maintenance tasks shall be complied with in accordance with the aircraft approved Maintenance Programme and the results recorded in the relevant statutory logbooks, and duly signed by an appropriately Licensed Aircraft Maintenance Engineer (LAME) or the AMO:

1) Carry out compass swing/check swing and affix correction card;

2) Carry out annual radio check and issue a Certificate of Release to Service;

3) Leak test pitot/static system;

4) Verify accuracy of airspeed indicator and record results;

5) Verify accuracy of vertical speed indicator and record results;

6) Verify accuracy of altimeter and record results;

7) Check all engine controls for full and free movement;

8) Check all flying controls for full and correct movement in the right sense and record results;

9) Function check all emergency exits;

10) Check electrical bonding and static wicks;

11) Check all bladder fuel cells in situ for security, condition and wrinkles, if applicable;

12) Verify the accuracy of the aircraft engine power indicating system;

13) Check fire extinguisher/s contents by pressure/weight;

14) Check first aid and survival kit contents for sufficiency of items and that their expiry dates are within limits;

15) Confirm that FDR/CVR requirements (*if applicable*) have been compiled with as per the Approved Maintenance Programme; and

16) Update modification status record and submit same.

f. The following documentation shall be provided to the Authority at the time of C of A renewal:

1) Receipt of payment of the required processing fees.

2) A completed copy of Engineer's Report Form No. GCAA/AIR/2658. This Report shall include the following information:

i. A summary of Programmed maintenance completed since the last issue or renewal of the C of A.

ii. A statement of mandatory modification/inspection status together with dates of compliance, and for those of a repetitive nature, the last inspection done and when next due.

iii. Confirmation that the aircraft's mass and balance report reflects the current configuration of the aircraft.

iv. Evidence acceptable to the Director General Civil Aviation that the amendment status of the Approved Flight Manual is current.

v. Evidence that annual compass swing/loop swing has been done and is current.

3) Evidence that all GCAA Additional Requirements have been complied with.

Note: The original C of A is not required to be submitted to the Authority at the time of its renewal. The C of A is reissued as a complete document upon its expiration.

11. VALIDITY OF CERTIFICATE OF AIRWORTHINESS

a. The period of validity of the Certificate of Airworthiness shall be limited to a maximum period of one year (12 calendar month from time of issue or renewal). The prior approval of the Director General of Civil Aviation will be required for any variation of this rule. The Director General of Civil Aviation may, however, vary a certificate to suit any circumstances that may arise.

b. The validity of a C of A will remain continuously in force during the renewal process provided all requirements are established in a timely manner, such as, prerequisite fees are paid, Engineer's Report is submitted at **least 28 days** prior to expiration of the C of A, aircraft and documents are presented for inspection in a timely manner so that any discrepancies found can be rectified before expiration of the C of A.

c. If the renewal process is completed after the current date of validity has expired, the new period of validity of the C of A will commence on the date of completion of the C of A process.

d. A Certificate of Airworthiness shall cease to be valid for any of the following reasons:

1) If the aircraft or its equipment which is essential to the continued airworthiness of the aircraft has been overhauled or replaced, or such equipment is removed or replaced, other than in a manner which complies with the maintenance and repair procedures issued by the manufacturer as approved data.

2) If an inspection or maintenance of the aircraft or its equipment as required by the approved Maintenance Programme is not carried out.

3) If any modification or inspection required by an Airworthiness Directive or a Mandatory Inspection and Mandatory Service Bulletins required by the Director General Civil Aviation is not carried out within the specified time limits.

4) If the aircraft sustained major damages such that the design specification of the aircraft is altered because of the damage.

5) If "life" components are not replaced within the life limits of the components.

12. SUSPENSION OR WITHDRAWAL OF A CERTIFICATE OF AIRWORTHINESS

In the event a Certificate of Airworthiness is suspended or withdrawn by the Director General Civil Aviation, the C of A shall be returned to the Authority without delay. When a C of A is suspended, the certificate will be returned to the Owner/Operator with an endorsement stating the period of suspension. Re-instatement will be made with an endorsement to that effect. In both cases, the period of validity will not exceed that of the C of A before it was suspended or withdrawn.

13. INSPECTION OF AIRCRAFT AND TECHNICAL RECORDS

Depending on the type of operations, the inspection of an aircraft and the relevant records will be carried out by an Approved Maintenance Organisation to determine the extent of work to be undertaken to maintain the continued airworthiness standard of the aircraft. For this purpose, the following factors will be taken into consideration:

1) The requirements of the approved Maintenance Programme of the aircraft, including the periods between overhauls of aircraft components and other limitations, if any, have been complied with.

2) The requirements of the approved Maintenance Programme remain relevant to the age of the aircraft, its utilisation and the type of operations in which it is engaged.

3) The mandatory inspections or modifications status are complied with.

4) Manufacturer's recommendations contained in Service Bulletins and other service information have been reviewed and appropriate action taken.

5) There is satisfactory evidence that all modifications and repairs completed since issue or last renewal of the C of A are the subject of approved design data and their accomplishment properly certified.

6) An inspection status report should be prepared, to include details of any work considered necessary and a copy of the report forwarded to the Authority for review of the adequacy of the proposed work or any additional checks or inspections necessary for the purpose. The applicant will be advised of any further work considered necessary.

7) Following completion of the foregoing formalities the Authority shall conduct an inspection of the aircraft, and the applicant will be notified accordingly.

8) All maintenance etc., in connection with the renewal of the C of A of an aircraft in the Transport/Passenger Category, should be undertaken under the supervision of appropriately authorised Licensed Aircraft Maintenance Engineers of an AMO.

9) Full particulars of the work accomplished, together with details of the aircraft's mandatory modification and inspection status should be entered in the appropriate logbooks and certified by appropriately Licensed Aircraft Maintenance Engineers.

14. REWEIGHING OF AIRCRAFT

a. Reweighing of aircraft will be dependent on:

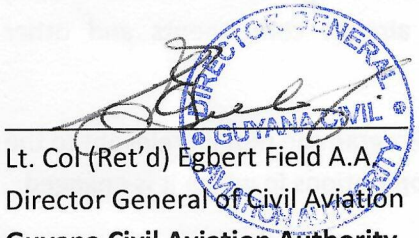
1) As required by Regulations/Requirements.

2) The whole or fifty percent and more of the aircraft was repainted; or

3) Any major maintenance work was done on the aircraft that requires reweighing, e.g. major structural repairs, modifications, etc.

b. If an aircraft is required to be reweighed, a new Mass and Balance Report/Schedule must be prepared and a copy submitted to the Authority for approval.

Approved by:



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