

GUERNSEY ADVISORY CIRCULARS (GACs)



GAC AIR-10



**CERTIFICATE OF
AIRWORTHINESS**



Office of the
Director of
Civil Aviation

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First Issue

(July 2024)

Guernsey Advisory Circulars (GACs) are issued to provide advice, guidance and information on standards, practices and procedures necessary to facilitate the application and processing of applications for services related to the Guernsey Aircraft Register.

They are not in themselves law or a regulation but may amplify provisions of the laws and regulations, including the Guernsey Aviation Requirements, or provide practical guidance. Since GACs are non-binding, regulated persons may choose alternative means to comply with the guidance. In this case, however, they lose the presumption of compliance provided by the circular and need to demonstrate to the Office of the Director Civil Aviation (ODCA) that they do comply with the law.

The definitive version of GACs is on the States of Guernsey website <http://www.cidca.aero> which should be viewed to establish the latest issue.

Enquiries regarding the content of this publication should be addressed to the Office of the Director of Civil Aviation, Guernsey Airport, Airport Terminal Building, La Villiaze, Forest, Guernsey, GY8 0DS.

Processing of applications will be done by the Guernsey Aircraft Registry, which operates as '2-REG'. For further information consult <http://www.2-reg.com> or send a message to info@2-reg.com.



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1 Purpose

This Circular provides information regarding the application process for a Certificate of Airworthiness (C of A), and guidance material designed to assist the applicant in gathering the relevant aircraft documentation and presenting the aircraft for investigation by an Airworthiness Inspector appointed by the Director.

2 Related laws, regulations and requirements

This Circular relates to:

GAR Part 21.

No rights can be derived from this document. For exact details please refer to The Air Navigation (Bailiwick of Guernsey) Law, 2012 (The Law). In case of conflict between this guidance document and the Law, the latter shall prevail.

3 Definitions

Definitions, in the context of this GAC shall have the meanings listed in GAR Part 1 (Definitions, Abbreviations and Units of Measurement).

4 Introduction

- 4.1 In order to certify that an aircraft conforms to an acceptable standard, the Director must establish, on the basis of satisfactory evidence, that the aircraft complies with the Type Acceptance Certificate and any other design aspects. This method of certification is referred to as the Certificate of Airworthiness (CofA).

5 Application

- 5.1 The application for a CofA shall be from an organisation approved or validated in accordance with GAR Part 39 or a Technical Coordinator, approved by the Director, or for piston engine aircraft having a MTOM of 2700kg or less, the owner, or a charterer by demise.
- 5.2 Prior to the issue of a Certificate of Airworthiness, the applicable aircraft must first be registered in Guernsey. For aircraft not yet issued with a Certificate of Registration, reference should be made to GAR 47 'Aircraft Registration and Marking'.
- 5.3 An applicant may wish to present the aircraft for CofA inspection at a location outside Guernsey. The aircraft and its records should be made available at a location agreed with 2-REG. A suitable timescale for the investigation should be mutually agreed between the applicant and the appointed Airworthiness Inspector at the start of the process.

Note: Particularly where extended travel is required, this may increase the time and cost incurred by an investigation.

- 5.4 GAR Part 21 Subpart E 'Certificates of Airworthiness' specifies the requirements associated with the application, issue, reissue, and the requirements for a CofA to remain in force.
- 5.5 GAR Part 21.175(b) states the requirements for an additional level of investigation into the aircraft modification and repair standard that will be determined as necessary by the Director at the outset of a particular application. GAC AIR-11 provides guidance on the required Aircraft Airworthiness Review (AAR) Report.

Note: Even if such an investigation was not made a condition of the application, the Director may determine that a detailed review of the modification and design standard may be required.

- 5.6 If a Noise Certificate is required, the application should be completed with the required data. Once satisfied a Noise Certificate will be issued by the

Director along with the CofA.

- 5.7 Appendix A provides a sample of the online CofA application form, used for applications for the issue or reissue of a CofA, or Export C of A.

The application for a CofA should be made online using the 2-REG Application Portal at: www.2-reg.com/application

Each application should be supported by the completed CofA application form, available at: www.2-reg.com/downloads

6 Investigation

- 6.1 Upon review of an application, 2-REG will determine, and notify the applicant, whether the application will be treated as an issue or reissue of a CofA. The process of investigation will follow that for CofA issue if:

- a) The aircraft has not previously been granted a CofA by the Director; or
- b) The aircraft has not held a valid CofA for a period of six months; or
- c) The Director is aware that the continued airworthiness of the aircraft has not been maintained to an acceptable standard.

- 6.2 The applicant for the CofA shall collate all required material prior to the investigation, including as a minimum:

- a) The applicable Type Acceptance Certificate (TAC); (see GAC AIR-12 for guidance).
- b) The applicable Type Certificate Data Sheet (TCDS).
- c) The list of applicable mandatory requirements (including but not limited to Airworthiness Directives (AD)).
- d) The Aircraft Airworthiness Review (AAR) report; (see GAC AIR-11 for guidance).
- e) The Approved Maintenance Programme (AMP); (see GAC AIR-3 for guidance).
- f) Aircraft, engine & propeller log books.
- g) The Aircraft Flight Manual (AFM).
- h) A copy of the Export CofA (where applicable); (see GAC AIR-10 for guidance).
- i) All supporting material required by the CofA application form.

- 6.3 New aircraft shall typically be supported by production and certification data

that precludes the need for an AAR report to demonstrate airworthiness. This should include a declaration issued by the State of Design, for example an Export CofA, to document any particularities of the aircraft configuration.

The manufacturer should evidence the design standard and identify any changes to type design that have been necessary to build and deliver the aircraft. Generally, the manufacturer starts from a configuration that is identified in the relevant Type Certificate and then lists all additional changes that are embodied on the aircraft.

- 6.4 Any supplied documents in support of an application for a CofA can be in the form of electronic copies, as the original documents are not required at the time of application. (The original documents will be viewed by the appointed Airworthiness Inspector during the inspection of the aircraft and its airworthiness records).
- 6.5 Prior to presenting the aircraft for inspection by an Airworthiness Inspector, the GAR Part 39 organisation or Technical Coordinator should conduct their own physical inspection of the aircraft and a review of its records. They should be satisfied that they are in a position to demonstrate compliance with the requirements for a CofA and be prepared to provide any documents that may be requested by the Airworthiness Inspector at the time of the inspection.

Should any requirements be in question, or otherwise unsatisfied, the applicant should liaise with the appointed Inspector in advance of the survey to discuss accordingly.

7 Inspection (Survey)

- 7.1 The aircraft must be made available for inspection by an Airworthiness Inspector. The appointed GAR Part 39 organisation or Technical Coordinator, or for piston engine aircraft having a MTOM of 2700kg or less, the owner or charterer by demise, is required to present the aircraft with all relevant airworthiness records and should liaise with the appointed Inspector towards a mutually agreeable time and location for the inspection.

All documentation presented should be originals or acceptably certified true copies. In the case of maintenance and continuing airworthiness records, these should be authorised by a person in a verifiable position of authority, such as an organisation's Compliance Monitoring (Quality) Department.

- 7.2 The aircraft should be presented in the following condition:

- In a suitable hangar

- Power available on the aircraft
- Flaps in the down position
- Cargo bay(s) open
- Equipment bay(s) open
- APU bay open
- Engine cowl open
- Adequate access equipment (steps and platforms) available
- Adequate lighting available

7.3 The applicant may elect to coincide the CofA inspection with the aircraft undergoing a maintenance input. For aircraft in base maintenance, it is recommended that the CofA inspection is conducted in the restoration phase, i.e. following interior refit, but prior to final panel installation. This will facilitate the physical survey of the aircraft being carried out without having to request panels to be removed that may have been reinstalled.

Note: It is the applicant's responsibility to ensure that the individual appointed to conduct the physical survey has considered and will be briefed on all necessary Health and Safety aspects prior to the survey.

7.4 The conditions given herein are an expected standard. Where these cannot practically be met, the applicant should liaise with the Inspector, where any discretion may be able to be applied if considered appropriate.

8 Issuance

8.1 At the satisfactory conclusion of the inspection, the appointed Airworthiness Inspector will submit a recommendation to the Director that the required standard has been achieved to issue or renew the requested CofA.

Upon approval by the Director, 2-REG will transmit the CofA certificate to the applicant.

Note: The CofA certificate original must be carried on board the aircraft. Electronic copies may also be stored using a portable electronic device (PED), or if the operator has approval, an Electronic Flight Bag (EFB).

8.2 Should the CofA inspection not reach a satisfactory conclusion; the Airworthiness Inspector shall raise any findings for corrective actions.

The Inspector will brief the nominated representative, respectively, and agree a timescale for satisfactory closure of the findings raised.

Upon satisfactory closure of all non-compliances, the Inspector will submit a recommendation to the Director that the required standard has been achieved to issue or renew the requested CofA, per 8.1 above.

9 Export Certificate of Airworthiness Requirements

- 9.1 The Export CofA is a statement by the exporting State confirming the acceptable airworthiness status of the aircraft to the importing State. It confirms not only the aircraft's conformity with the approved type design and its acceptable airworthiness status, but verifies that if the aircraft were to remain on the aircraft register of the exporting State it would continue to qualify for the continuance of its CofA.
- 9.2 An Export CofA may be required by an importing State to provide confirmation that the current State of Registry has conducted a recent satisfactory review of the airworthiness status of the aircraft and, apart from any agreed deviations, found the aircraft to be in compliance with the applicable Type Certificate.
- 9.3 Whilst there is no validity period for an Export CofA, the importing State may at its discretion, determine the period for which it will accept its validity. Typically, acceptable transfer documentation is an Export CofA issued by the last State of Registry within 60 days of the declaration date on the CofA application.
- 9.4 Note: An Export CofA alone does not constitute an authorisation for flight. Whilst an Export CofA is not a CofA as defined by Article 31 of the Chicago Convention it does not grant the right of international flight and cannot be validated in accordance with Annex 8, Part II. To be eligible for international flight, an aircraft having an Export CofA should carry a valid CofA issued by its State of Registry, or some equivalent document mutually acceptable to the exporting and importing States, as well as any State over which the aircraft will fly.

10 Additional Operational Compliance Standards

- 10.1 An operator of a Guernsey registered aircraft engaged in commercial air transport must have a valid Air Operator Certificate (AOC) issued by the Director. In accordance with ICAO standards, such an approval is obtained by demonstrating the adequate organisation, method of control and supervision of flight operations, training program as well as ground handling and maintenance arrangements consistent with the nature and extent of the operations specified.

10.2 When importing the aircraft, it should be verified that the aircraft is certified for each operational authorisation that is requested. This can be done by checking the limitations section of the applicable AFM. The AMP may also require amendment to ensure continuing airworthiness for these operational authorisations.

10.3 The requirements for an air operator include requirements for instruments and equipment. ICAO Annex 6, Part I lists those as a function of the kind of operation. Some States have copied these requirements into Regulation, which ensures harmonisation between ICAO States. However, some have added additional requirements, which are unique and therefore may require modification of an aircraft when imported into a different State. The FAA and EASA are known to have differences to requirements such as:

- Flight Data Recorder (FDR) parameters
- Windshear equipment
- Automatic External Defibrillators (AED)
- 16g seats
- Fuel tank inerting systems
- Cargo compartment fire protection
- Access to Type III exits
- Facilities for disabled passengers

10.4 Additional operational equipment requirements are normally airspace related. The operator's Operations Specifications (Ops Spec) give the details about all operational authorisations, conditions and limitations that are associated with the AOC. They are subject to the conditions in the Operations Manual. The operational authorisations are also known as Specific Approvals. Examples of operational authorisations are; ETOPS (EDTO), RVSM, MNPS, PBN, LVO and steep approach. Such authorisations may require additional procedures and equipment onboard and verified as part of the CofA process.

Appendix A Certificate of Airworthiness Application Form (example Pg 1)



Form A.AIW.CA

Application for Certificate of Airworthiness (CofA Initial & Noise Certificate/CofA Reissue/Permit to Fly/Export CofA)

1: Documents applied for by submitting this application form:

☐ Initial Certificate of Airworthiness & Noise Certificate. (1)	Sections required: 1, 1.1, 1.2, 1.3, 1.4, 2, 3, 4, 5, 8.	☐ Reissue of Certificate of Airworthiness: (2)	Sections required: 1, 1.1, 1.2, 1.3, 2, 5, 8
☐ Permit to Fly	1, 1.1, 1.2, 1.3, 1.4, 2, 3, 4, 5, 6, 8.	☐ Export CofA	1, 1.1, 1.2, 1.3, 2, 4, 5, 7, 8

For 2-Reg Internal Completion:

Application Reference Number (ARN):	GG -
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1.1: Application details:

Full name of the Applicant:	
Full Address of the Applicant:	
☐ Owner	
☐ CAMO	
☐ Tech Co-ordinator	
Telephone number:	
e-mail address:	

1.2 Aircraft /Engine/Prop Details

Registration:	2 -	TAC:	
Operational Category:	☐ Private	☐ Aerial Work	☐ Commercial
Aircraft Manufacturer:			
Type Designation:		Series:	
Manufacturer Serial number:		Manufacture date:	
Current Total Hours:		Current Total Cycles:	
Engine Manufacturer:			
Engine Type	Serial Number	Time Since New	Cycles Since New
1			
2			
3			
4			
Engine Manufacturer Recommended TBO:			
Time Since Overhaul	Cycles Since Overhaul	Time Since Overhaul	Cycles Since Overhaul
1		3	
2		4	
Propeller Manufacturer:			
Propeller Type	Serial Number	Time Since New -hrs	Calendar time
1			
2			
3			
4			
Prop Manufacturer recommended TBO:	Hrs	Cal Time	
Time Since Overhaul -hrs	Cal Time Since Overhaul	Time Since Overhaul -hrs	Cal Time Since Overhaul
1		3	
2		4	

Appendix A Certificate of Airworthiness Application Form (example Pg 2)



Form A.AIW.CA

Application for Certificate of Airworthiness (CofA Initial & Noise Certificate/CofA Reissue/Permit to Fly/Export CofA)

1.3: Other details:

State reference and revision status of AFM or POH as published by TC holder.	Ref:	Rev:
Indicate if the AFM/POH is approved to be kept on board in Digital data format.	☐ Digital AFM/POH	☐ Hard Copy AFM/POH
State Guernsey Approved Maintenance Programme reference and revision status.	AMP Ref:	
Complete Date of last review:	AMP Rev:	Date:

1.4: CofA & Type Acceptance Certificate (only initial application):

Current TCDS	State:	No:	Rev:
Selected TCDS	State:	No:	Rev:
Is there any difference between the current TCDS requirements and the proposed TCDS requirements? If yes, state how the aircraft will become compliant with the proposed TCDS.	☐ Yes - Attach details.	☐ No	
If the previous Maintenance Programme differs at all from the Guernsey approved AMP, please provide bridging / Alignment details.	☐ Yes - Attach details.	☐ No Differences	
State details of Technical Coordinator or CAMO managing continuing airworthiness, provide Guernsey acceptance / approval reference.	Org name:		
	Approval/Acceptance Ref:		
MEL - If required by GAR's, state approved MEL document number and revision status. Attach MEL Certificate of approval. (GAR 91/121/125/135 - .615)	MEL Ref:	Rev:	
		☐ Not required	
If intending to apply for Specific Approval RVSM, provide evidence of Aircraft design and certification for RVSM.	☐ Yes - Attach RVSM compliance details (TCDS/AFM)	☐ No - If a future application is made this may be delayed!	
NAT/HLA - For Initial Issue, provide evidence of Aircraft design & certification for NAT HLA.	☐ Yes - Attach details.	☐ No - If a future application is made this may be delayed!	

2: Documents to be attached for CofA (Initial & Reissue):

	Description:
☐	a. Copy of Mass and Balance report , or AFM/POH weight report and the aircraft specific Equipment list . Include details of any approved additional Operating configurations .
☐	b. Copy of the certified Aircraft Interior Configuration Document, (May be called a Lay Out Passenger Arrangement [LOPA] & Emergency Equipment Layout [EEL] if separate) or equivalent information from AFM/POH.
☐	c. Provide evidence of AFM/POH & supplements revision status & source documents.
☐	d. Copy of the Repair record of all airframe damage, or if no repairs select box below. The record must detail each damage site with a reference to a certified assessment to the approved data that supports continued aircraft operation. Provide the repair record since the aircraft was new for an initial CofA (1), or since the last CoA for a Reissue.
	☐ No Repairs
☐	e. List of all design changes (Modes) to each airframe, engine, propeller, rotor, and appliance, including substantiation data required by GAR Part 21.73(c); since new for Initial, & since last CoA for Reissue. (Specify all Mod's approval/accepted references & Guernsey acceptance if applicable.)
	☐ No Design Changes since new.
	☐ No Design Changes since last CofA.

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Appendix A Certificate of Airworthiness Application Form (example Pg 3)



Form A.AIW.CA

Application for Certificate of Airworthiness (CofA Initial & Noise Certificate/CofA Reissue/Permit to Fly/Export CofA)

2: Documents to be attached for CofA (Initial & Reissue) Continued:			
☐	f. Details of compliance with ADs for Airframe declared Type Certificate, & State of design for Engine, Propeller, Equipment or Appliance. Since new for initial, & since last CoA for Reissue.		
Airframe AD Bi-Weekly date:		Regulatory Authority:	
Engine AD Bi-Weekly date:		Regulatory Authority:	
Propeller AD Bi-Weekly date:		Regulatory Authority:	
Equip/Appliance AD Bi-Weekly date:		Regulatory Authority:	
☐	g. Attach an up-to-date full Maintenance Status Report . This should include an LDND List, identify life limited & hard time parts, & provide records that demonstrate compliance with respective Maintenance Programme Tasks.		
☐	h. Attach a Digital copy of Maintenance Records since the last CofA.		
☐	i. Attach evidence that applicable Airframe, Engine and Propeller Logbooks are up to date, or alternately if electronic records are utilised, these are up to date. Logbooks .		
☐	j. Attach a copy of the Maintenance Contract .		
☐	k. Attach a copy of current Radio Licence .		

3: Additional documents to be attached for CofA: (Initial only)

	Description:
☐	a. Attach details if the aircraft has ever been refused a Certificate of Airworthiness. Refused CofA
☐	b. Provide a copy of current/last expired CofA .
☐	c. Provide a valid Export Certificate of Airworthiness or equivalent (Compliance Document /Airworthiness Review Report) where available. This should demonstrate compliance with GAR 21.175(a). Note: An Export CofA is an aid to demonstrating the aircraft is compliant with the required TCDS, but the responsibility for that final statement rests with the Applicant.
☐	d. Attach a statement of how the applicant will provide the data required by GAR 21.25(b) to 2-REG when required, e.g., AMM, CAI, Service info & amendments, AFM, MMEL, CDL, applicable Weight Balance Manual & any other applicable operational certification data. Data Required .
☐	e. Provide pictures of Airframe and Engine Manufacturers data plates .
☐	f. Provide pictures of registration & Data Plate applied to aircraft as required by Guernsey Aviation Registry Law, schedule 3.
☐	g. Provide up to date copy/copies of ELT registration.
☐	h. Transponder Codes - Provide copy of Certified task for programming.

4: Noise certificate details (required for initial CofA Application & Export):

a. Attach a statement of any modifications/SB's incorporated that affect compliance with the applicable noise certification standards.		Noise Mods ☐ Attached	
b. Provide details of the maximum take-off (MTOM) and maximum landing masses (MLM) for compliance with the applicable noise certification standards.			
MTOM/MTOW (kg)		MTOM/MTOW (lbs)	
MLM/MLW (kg)		MLM/MLW (lbs)	
c. Attach copies of any AFM/POH supplements or revisions required for compliance with the applicable noise certification standards.		Noise AFM-POH ☐ Attached	
d. Attach copy of the previous Noise Certificate or a document attesting to noise certification, if available, issued by the Authority of the State that issued the certificate in compliance with ICAO Annex 16 Volume 1.		Noise Certificate ☐ Attached	

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Appendix A Certificate of Airworthiness Application Form (example Pg 4)



Form A.AIW.CA

Application for Certificate of Airworthiness (CofA Initial & Noise Certificate/CofA Reissue/Permit to Fly/Export CofA)

5: Aircraft & Records Location

Location of the aircraft for physical inspection:	
Name of contact person for inspection:	
Email:	
Tel:	
Location of aircraft records for review: (If different from above)	
Name of contact person for review: (If different from above)	
Email:	
Telephone:	

6: Permit to Fly (only if applied for):

Reason for applying for a Permit to Fly instead of a Certificate of Airworthiness (multiple options possible):

GAR 21.703 (a)	
☐ a. Absence of a Guernsey DCA approved maintenance programme	
☐ b. Aircraft not in compliance with an approved maintenance programme	
☐ c. Overdue Airworthiness Directive	☐ d. Overdue Service Life Limits
☐ e. Unapproved modification	☐ f. Unapproved repair
☐ g. Damage to aircraft or engines or propeller or appliances beyond approved limits	
☐ h. Unserviceability of instrument or equipment beyond MMEL conditions	
☐ i. Other, please specify in detail:	
☐ j. GAR 21.703 (b) Absence of Type Acceptance Certificate by Guernsey DCA	
☐ k. GAR 21.703 (c) Flight associated with the approval of a design change	

Details:

l. Reference to Flight Test Programme and organization GAR 21.705 (c):	
m. Safety substantiation: <i>Provide as much details as possible for substantiating that the aircraft is safe to fly. This may include an evaluation by the Type Acceptance Certificate holder (TC) / OEM as appropriate.</i>	
☐ Select box if TC/OEM Evaluation attached.	
n. Proposed flight conditions: <i>Provide flight conditions for mitigating the risks imposed by the aspect which prevents airworthiness.</i>	
o. Purpose of flight:	

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Appendix A Certificate of Airworthiness Application Form (example Pg 5)



Form A.AIW.CA

Application for Certificate of Airworthiness (CofA Initial & Noise Certificate/CofA Reissue/Permit to Fly/Export CofA)

Details of flight:

Date period from:	(dd/mm/yyyy)	Departure Airport:	(ICAO 4 letter codes)
Date period to:	(dd/mm/yyyy)	Proposed Operational /	
(Max 30 Days from PTF start date)		Technical Stops:	
		Arrival Airport:	
Detail name and designation of all persons operating the flight: Note: (Only personnel essential for the purpose of the flight to be carried, & all personnel to be informed of the details of this Permit)			

7: Import details (only if Export Certificate of Airworthiness is applied for):

a. Country of import:	
b. Next registration (if known):	
c. Proposed date of import:	
d. Name of importer:	
e. Address of importer:	
f. Local Authority, contacts *email address	
g. Additional information or special requirements of the importing State: <i>Note: It is the responsibility of the applicant to ascertain these import requirements and ensure they are made available to 2-REG.</i>	
☐ Select box if Export details attached	

*Important – ensure email address of State of Import Local Authority contact is completed!

8: Declaration to be signed by a nominated post holder responsible for the management and supervision of continuing airworthiness activities, or a Technical Co-ordinator. (See GAR 39.51)

Declaration	
"I hereby certify that the aircraft meets all the requirements of the selected TAC and approved maintenance programme¹. Additionally, all the appropriate airworthiness directives have been complied with¹ and the aircraft detailed in this application is in a safe condition for flight. I therefore consider the aircraft to be airworthy in accordance with Guernsey Aviation Requirements and declare that all information herein and documents submitted with this application are true in every respect. I furthermore consider the aircraft and documents ready for review by the DCA as required." (¹ Except as specified in Section 6)	
Date	(dd/mm/yyyy)
Name of applicant	
Organisation/Role/Position	
Signature	

Please complete all relevant shaded area and select applicable boxes (☑).

Please ensure all documents (file names) attached are named the same as in **BOLD** type.Submit this application in PDF via <https://www.2-reg.com/application/>

END