

**[MEMORANDUM CIRCULAR NO. 02-93 s. 1993,
March 15, 1993]**

**GUIDELINES AND PROCEDURES ON THE ISSUANCE OF
AIRWORTHINESS CERTIFICATE**

I

Definition of Terms

1. Airworthiness means that an aircraft, its engines, propellers, and components and accessories, are of proper design and construction, and are safe for air navigation purposes, such design and construction being consistent with accepted engineering practice and in accordance with aerodynamic laws and aircraft science.
2. Aircraft — any contrivance now known or hereafter invented, used, or designed for navigation of, or flight in the air.
3. Appliances means instruments, equipment, apparatus, parts, appurtenances, or accessories, of whatever description, which are used or capable of being or intended to be used in the navigation, operation, or control of aircraft in flight (including parachutes, communication equipment and any other mechanism or mechanisms installed in or attached to aircraft during flight), and which are not a part or parts of aircraft, aircraft engines or propellers.
4. Aircraft Engine means an engine used or intended to be used for propulsion of aircraft and includes all parts, appurtenances, and accessories thereof other than propellers.
5. Airmen means any individual who engages, as the person in command or as pilot, mechanic, flight radio operator or member of the crew, in the navigation of aircraft while underway, and any individual who is directly in charge of inspection, maintenance, overhauling or repair of aircraft, aircraft engine, propellers, or appliances; and any individual who serves in the capacity of aircraft dispatcher or air-traffic control operator.
6. Civil Aircraft means any aircraft other than a public aircraft.

II

Guidelines

1. A Certificate of Aircraft Registration is a pre-requisite to securing Airworthiness Certificate.
2. Certificate of Airworthiness shall be valid for one year.
3. Issuance of Provisional Aircraft Permit (PAP) shall be issued only to those

applicants who have scheduled flight for the same day and to those operating outside of Metro Manila; and shall be valid only for one (1) month.

4. An ATO Aircraft Inspector shall be required to board the aircraft during scheduled test flight to evaluate the performance of the aircraft, its engine, other components and accessories.

5. Test flight shall be carried out locally on Visual Flight Rules (VFR) and shall be conducted by a rated Pilot.

6. Test flight shall be conducted only when all requirements in applying for Airworthiness Certificate have been complied with.

7. All outstanding accounts (operational charges) should be settled first before an application for Airworthiness Certification can be processed.

8. Any person who operates a civil aircraft in violation of civil air regulations shall be subject to the penalties prescribed for such act as embodied in Republic Act 776.

III Procedures

A. For Original/Annual Airworthiness Certification

1. Applicant/owner submits request for inspection and secure from the Registration Clerk of the Aviation Safety Division for application form for Airworthiness Certificate.

2. Registration Clerk issues Application Form (ATO-Form No. 1029) together with Annual Inspection Report (ATO-Form No. 1030) and Radio, Electronics and Instrument Inspection Report (ATO-Form No. 013E) to applicant.

3. Applicant/owner fills up and submits the notarized Application Form (ATO-Form No. 1029) with supporting documents to the Registration Clerk.

Aside from the accomplished forms mentioned above, the applicant/owner is also required to attach the following documents, to wit:

a. Work Done Report (Certified by licensed Aircraft Mechanic)

b. Instrument and Equipment List of the Aircraft

c. Current Aircraft Radio License or application from the National Telecommunications Commission

d. Weight and Balance Report (every two (2) years for air carrier aircraft) or after major repair

4. Registration Clerk forwards request for inspection together with supporting documents to the Section Chief concerned for assignment of Aircraft Inspector.

5. Section Chief reviews application and assigns Aircraft Inspector to inspect said aircraft.
6. Aircraft Inspector reviews and evaluates the application and supporting documents submitted by the applicant.
7. Applicant/owner schedules aircraft for physical inspection.
8. Aircraft Inspector conducts physical inspection of the aircraft and makes recommendation for a test flight.
9. Registration Clerk prepares Test Flight Permit (TFP) (ATO-Form No. 1042) and forwards the same to assigned Aircraft Inspector.
10. Aircraft Inspector recommends approval of TFP and forwards same to Chief, Airworthiness Section for initial.
11. Chief, Airworthiness Section initials under the name of the Chief, Aviation Safety Division.
12. Chief, Aviation Safety Division approves TFP.
13. Upon approval of the TFP, the Aircraft Inspector issues TFP to applicant/owner.
14. Applicant/owner coordinates with Aircraft Inspector on the schedule of the test flight.
15. Aircraft Inspector together with the Pilot and Mechanic evaluate the flight performance of the aircraft and its engine.

During the test flight, the Aircraft Inspector jots down observations/findings on the Test Flight Report (form applicable to the type of aircraft).

After the test flight, if aircraft performance is found satisfactory, the Pilot/Aircraft Mechanic signs the Aircraft Test Flight Report and Aircraft Inspector approves the Aircraft Test Flight Report.

A. If result of inspection is satisfactory: Registration Clerk shall prepare Airworthiness Certificate.

B. If not satisfactory: A re-inspection and re-test flight of the aircraft shall be conducted after correction of discrepancies.

A re-test flight shall not be required on aircraft if the minor discrepancies can be observed/corrected during ground test.

16. Applicant/owner pays Inspection and Airworthiness fees (P150.00) and presents Official Receipt (OR) to the Registration Clerk.
17. Registration Clerk prepares Airworthiness Certificate (AC) (ATO-Form No. 1064) or Provisional Aircraft Permit (PAP) (ATO-Form No. 1044).

Forwards Airworthiness Certificate or PAP to Chief, Airworthiness Section for initial.

18. For Standard Airworthiness Certificate — The Chief, Aviation Safety Division initials Airworthiness Certificate and forwards to Assistant Secretary for Air Transportation for signature.

For Provisional Aircraft Permit: — The Chief, Airworthiness Section initials under the name of the Chief, Aviation Safety Division. Forwards documents to Chief, Aviation Safety Division.

The issuance of a PAP, which is valid only for a period of thirty (30) days, shall be given only to those applicants who have scheduled flight/s for the same day and for those operating outside of Metro Manila.

19. Chief, Aviation Safety Division signs permit.

20. Registration Clerk issues Airworthiness Certificate or Provisional Aircraft Permit to applicant/owner.

B. For Maintenance and Repair of Aircraft for Continuing Airworthiness Certificate

Upon completion of repair works —

1. Applicant/owner prepares and submits a written request for inspection of aircraft to the Aviation Safety Division through the Registration Clerk.

2. Registration Clerk issues Engine and/or Propeller Change Report (ATO Form No. 1087), as the case may be.

3. Applicant/owner submits accomplished Engine/Propeller/Rotor Blades Change Report Form, as the case may be.

The following should be attached to this report:

a. Work Done Report (certified by a licensed Aircraft Maintenance Engineer)

b. New Engine/Propeller/Rotor Blades replacement, as the case may be.

a. Importation papers

b. Custom Clearance

c. Export Certificate of Airworthiness

d. Airworthiness tag

c. Overhauled Engine/Propeller/Rotor Blades replacement

a. Origin

b. Overhaul papers including agency that performed overhaul work.

c. Export Certificate of Airworthiness or Airworthiness Approval or Serviceable Tag

d. Transferred Engine/Propeller

- From what aircraft was the engine/propeller has been removed.

a. If aircraft engine/propeller is repaired in the Philippines:

Certification from an ATO-Rated Repair Station that the aircraft engine/propeller has been repaired.

b. If the aircraft engine/propeller is repaired in a foreign country:

- Work Done Report
- Signed-Off/Release Aircraft Logbook
- Official Receipt
- Airworthiness tag

4. Registration Clerk forwards request for inspection together with the supporting documents to the Section Chief concerned for assignment of Aircraft Inspector.

5. Section Chief reviews application and assigns Aircraft Inspector to inspect said aircraft.

6. Aircraft Inspector reviews and evaluates the application and supporting documents submitted by the applicant/owner.

7. Applicant/owner schedules aircraft for physical inspection.

8. Aircraft Inspector conducts physical inspection of the aircraft and makes recommendation for a test flight.

9. Registration Clerk prepares Test Flight Permit (TFP) (ATO-Form No. 1042) and forwards the same to assigned Aircraft Inspector.

10. Aircraft Inspector recommends approval of TFP and forwards same to Chief, Airworthiness Section for initial.

11. Chief, Airworthiness Section initials under the name of the Chief, Aviation Safety Division.

12. Chief, Aviation Safety Division approves TFP.

13. Upon approval of the TFP, the Aircraft Inspector issues TFP to applicant/owner.

14. Applicant/owner schedules the test flight.

15. Aircraft Inspector together with the Pilot and Mechanic evaluates and inspects the flight performance of the aircraft and its engine.

During the test flight, the ATO Aircraft Inspector jots down observations/findings on the Test Flight Report (form applicable to the type of aircraft).