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| BGA Airworthiness and Maintenance Procedure | AMP 2-2 |
| BGA CERTIFICATE OF AIRWORTHINESS AND PERMIT TO FLY RENEWAL | |

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| Version 2 | 5th January 2024 |
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Contents

Introduction
 Extension of BGA C of A
 Renewal of BGA C of A
 Renewal of BGA Permit to Fly
 BGA action

Introduction

This document describes the renewal procedures for a BGA Certificate of Airworthiness (C of A) or BGA Permit to Fly.

Extension of BGA Certificate of Airworthiness

The C of A may only be extended with the written permission of the CTO or Technical Committee. This is intended as a planning tool to overcome occasional timing difficulties. Strict controls are maintained on this process and mandatory inspections that fall other than at the C of A must be complied with. The extension need not be deducted from the next maintenance period. The extension is accomplished by the application of a 30-day ticket only after receiving written permission. This may be in the form of a letter or e-mail and details are placed in the aircraft file held by the BGA should an insurance company or other third party require confirmation.

Renewal of BGA Certificate of Airworthiness

The Certificate of Airworthiness is renewed annually. The aircraft requires an annual check and a C of A inspection certified by an appropriately rated BGA inspector. The inspection should be certified using the BGA 267 series forms. The inspection should include all the applicable items on the BGA 267 form. Items which are not applicable to the subject aircraft should be entered as N/A.

Compliance with mandatory inspections and modifications should be checked against the BGA Annual Compendium and BI-monthly Technical News Sheets. If the aircraft is equipped with a self-sustainer engine BGA 267 T should be used in addition to the BGA 267.

Determine if the aircraft requires weighing, the maximum interval being 10 years. The aircraft must also be reweighed after significant repair or refurbishment work or if the weight and balance details are believed to be suspect in any way. Thereafter the weight and centre of gravity schedule must be compiled and the appropriate loading placards fixed in the cockpit.

On completion of the work pack, the appropriate logbook entries must be completed and a 30-day ticket issued. Any significant repair reports must be completed, and a copy forwarded to the BGA with the renewal documentation.

Please send the following documents to the BGA

- A copy of the completed Form 267 (and 267 T).
- The expiring C of A document.

- A copy of the weight and balance if re-weighed or requested
- Details of any significant repairs.
- The correct fee.

The C of A renewal procedure will normally take up to working 2 weeks. If the process is delayed for whatever reason and the 30-day ticket is due to expire, another 30-day ticket may only be applied with the permission of the CTO or Technical Committee.

Renewal of BGA Permit to Fly

The renewal procedure is the same as the BGA Certificate of Airworthiness with the following amendments:

- 30-day tickets may not be applied without the permission of the CTO.
- The Permit to Fly may have special limitations i.e. specified pilot or limited expiry date.
- If the Permit to Fly has expired for an extended period of time, say due to flight testing not being completed or similar, the Permit to Fly can only be renewed on the authority of the Technical Committee. At the discretion of the Technical Committee, the Permit to Fly and certification process may have to be restarted or refusal to renew if it the type is considered unsuitable for BGA type approval.

BGA action

On completion of the renewal process, the BGA will send the new document to the inspector, unless directed otherwise.

End.