



Form No. AWSD.F.104C
Version No. 03
Issue Date: 02/01/2019

**ARC/PERMIT TO FLY RECOMMENDATION
FOR ELA1 AIRCRAFT**

ARC or Permit to Fly Recommendation for ELA1 aircraft
(Recommendation by an organisation or Part-66 licence Holder, or equivalent, approved by the IAA under M.A.901(g) for;
Aeroplane of 1,200 kg MTOM or less, or
Sailplane or Powered sailplane of 1,200kg MTOM or less, or
Balloon of not more than 3,400m³ volume.

(Defined as ELA 1 Aircraft in EU 1321/2014 Article 2 (k))

NOTE: An ARC may not be issued to an aircraft, based on a recommendation, for more than two consecutive years. The aircraft must then have an Airworthiness Review carried out by a CAMO or the IAA.

This form is used for making a recommendation for an ARC or EASA Permit to Fly renewal for an Irish registered ELA1 aircraft. Please complete the form in BLOCK CAPITALS.

This recommendation may only be issued for ELA1 aircraft not used in Commercial Air Transport or Commercial Operations. The Airworthiness Review may only be carried out by a Part M Subpart G/F or Part 145 organisation, or a Part 66 Licence holder, or equivalent, appropriately rated, who has been approved by the IAA to make ARC recommendations.

There is no requirement to complete AWSD.F.104B unless a Certificate of Airworthiness is also required to be issued.

SECTION 1A: AIRCRAFT DETAILS (excluding Balloons)

REGISTRATION		MANUFACTURER AND TYPE	
SERIAL NUMBER		DATE OF MANUFACTURE	
AIRCRAFT HOURS		HOURS SINCE LAST ARC/ PERMIT	
ENGINE TYPE		ENGINE SERIAL NUMBER	
ENGINE HOURS SINCE LAST OVERHAUL		DATE OF LAST ENGINE OVERHAUL	
PROPELLER TYPE		PROPELLER SERIAL NUMBER	
PROPELLER HOURS SINCE OVERHAUL		DATE OF LAST PROPELLER OVERHAUL	

SECTION 1B: AIRCRAFT DETAILS (Balloons only)

REGISTRATION		MODEL TYPE	
SERIAL NUMBER		AIRCRAFT HOURS	
HOURS SINCE LAST ARC/PERMIT TO FLY		MTOM (MAUW)	
CAPACITY OF ENVELOPE		No. OF FUEL CYLINDERS	
ACTUAL WEIGHT OF BALLOON AND EQUIPMENT (EXCL. FUEL CYLINDERS)		CAPACITY OF EACH CYLINDER <i>(Refer to additional sheet if necessary)</i>	



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SECTION 2: DOCUMENTATION DETAILS (give details of what documentation was used)

FLIGHT MANUAL REFERENCE, OR EQUIVALENT, AND REVISION		MAINTENANCE PROGRAMME REFERENCE (Insert "Self-Declared" for AMPs complying with M.A.302(h))	
MASS AND BALANCE DATA REFERENCE AND DATE		TYPE CERTIFICATE DATA SHEET OR EQUIVALENT, IF APPLICABLE (Including Revision)	
ARC/PERMIT TO FLY REFERENCE		Date Airworthiness Review was last carried out by a CAMO or the IAA (For ARC renewal only)	
CERTIFICATE OF AIRWORTHINESS REFERENCE, (N/A for Permit to Fly renewal)		(An ARC, based on a recommendation, shall not be issued for more than two consecutive years)	

SECTION 3: MAINTENANCE DETAILS

PERSON(S) HAVING CARRIED OUT MAINTENANCE SINCE LAST ARC/PERMIT TO FLY	
ORGANISATION(S) HAVING CARRIED OUT MAINTENANCE SINCE LAST ARC/PERMIT TO FLY	

SECTION 4: AIRWORTHINESS REVIEW

REVIEW CARRIED OUT BY		APPROVAL REFERENCE (IAA or EASA) (e.g. IAA/MA901/XXX or MS.MG.XXX)	
PLACE & DATE OF DOCUMENTATION REVIEW		PLACE & DATE OF PHYSICAL REVIEW	
PLACE WHERE AIRCRAFT MAY BE VIEWED BY IAA		PERIOD WHERE AIRCRAFT MAY BE VIEWED BY IAA	

Note: Where the review is not performed by an organisation, the person performing the review must meet, at the time of the review, all the Part 66 requirements to be certifying staff for the subject aircraft or any ELA1 aircraft for Permit to Fly recommendations.

SECTION 5: FINDINGS OR NON-CONFORMANCES FOUND DURING REVIEW (refer to additional sheet if req'd)

No.	Finding	Corrective Action	Satisfactory
			Yes/No



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SECTION 6: ARC/ PERMIT TO FLY RECOMMENDATION

I have completed an Airworthiness Review on this aircraft and hereby **recommend** the issuance of an Airworthiness Review Certificate (ARC) or EASA Permit to Fly for the subject aircraft and confirm that the aircraft, in its current configuration complies with the following:

Airworthiness Directives up to the latest published issue (N/A for Permit to Fly)		
Type Certificate Data Sheet or equivalent		
Maintenance Programme		
Component service life limitations		
Valid weight and centre of gravity schedule reflecting the current configuration of the aircraft		
Part 21 for all modifications and repairs (n/a for Permit to Fly aircraft)		
Current flight manual and supplements		
Operational requirements		
All of the above items are properly entered and certified in the aircraft continuing airworthiness record system and/or in the operator's technical log		
Signed:		Date:
Name (print):	IAA Authorisation No: (IAA/MA901/XXX)	

NOTE: Should the Airworthiness Review prove to be inconclusive, inform the IAA as soon as practicable, but in any case within 72hrs of identifying the condition.

SECTION 7: OWNER'S REQUEST

I hereby request a new Airworthiness Review Certificate/Permit to Fly for the subject aircraft.

Name: _____ (on behalf of _____)
(Aircraft Registered Owner) (If owned by club/organisation)

Signature: _____

Postal Address for ARC/Permit to Fly _____

SECTION 8: DOCUMENTS ACCOMPANYING RECOMMENDATION

	TICK
CERTIFICATE OF REGISTRATION (If changing registration)	
APPENDIX TO RECOMMENDATION	



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SECTION 9: PAYMENT DETAILS

The Certificate of Airworthiness fee of €100 applies to ELA1 aircraft.
Full details of fees charged and levied by the IAA are published as a statutory instrument on our website at www.iaa.ie – see under ‘Publications’.

I am paying by: **MASTERCARD** **VISA** **LASER** **CHEQUE** - **PLEASE DO NOT SEND CASH -**

Please make cheques payable to ‘Irish Aviation Authority’. Please note that we do not accept **AMERICAN EXPRESS** or **DINERS CARD**.

If paying by credit or debit card please complete the information required below (in block capitals). **Note:** All credit card details are destroyed upon completion of the transaction. If you would prefer to give card details over the telephone, please tick here
The IAA will contact you for details when processing your request.

Amount Due (euro) : _____ €100 _____

Name of Card holder (as stated on the card) : _____

Card Number

Valid from: / Expiry Date /

Security Code (last 3 digits on signature strip on reverse of card)

SECTION 9: SUBMISSION INSTRUCTIONS

Application can be submitted to the IAA as follows:

- a) Post your completed application form to:
**Airworthiness Standards Division,
Irish Aviation Authority,
Times Building,
11-12 D’Olier Street, Dublin 2,
Ireland.**

- b) Email a scanned copy of the completed application form and attachments to arc@iaa.ie

For queries please contact the IAA on +353 1 671 8655

In order for the IAA to process your application as quickly as possible, it is important that you complete the application form correctly. Also the IAA asks that you allow 15 working days from sending your application to receiving the appropriate documents from the IAA by post. While every effort will be made to process all applications within that timeframe, the IAA cannot guarantee that applications sent within 15 working days will be processed within that time.

Please note that a completed copy of the Appendix to this notice must accompany the application.



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Details of the inspection and documentation review to be carried out may be found in Part M M.A.710 Airworthiness Review. This checklist may be used as a guide, but the certifying staff must carry out an airworthiness review in accordance with the requirements of Part M.

Documentation Review Checklist*

A full documented review of the aircraft records shall be carried out to verify that:

SATIS.

Airframe, flying hours and associated engine times and propeller times have been properly recorded.	
The flight manual is applicable to the aircraft configuration and reflects the latest revision status.	
All maintenance due on the aircraft according to the aircraft maintenance program has been carried out.	
All known defects have been corrected or, when applicable, carried forward in a controlled manner.	
All applicable airworthiness directives have been applied and properly registered (not applicable to Permit to Fly aircraft) EASA Bi-Weekly reference: _____ State of TC Holder Bi-Weekly Reference: _____ Other AD Bi-weekly reference: _____	
All modifications and repairs applied to the aircraft have been registered and are approved according to Part-21. (not applicable to Permit to Fly aircraft)	
All service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit.	
All maintenance has been released in accordance with Part M.	
The current mass and balance statement reflects the configuration of the aircraft and is valid.	
The aircraft complies with the latest revision of its type design approved by EASA or equivalent, if applicable.	
For Balloons only: The equipment is as per the logbook weight schedule.	



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* As a minimum, sample checks within each document category should be carried out. Please note what documents were sampled e.g. which ADs, Mods and Maintenance Tasks.

Physical Review Checklist*

SATIS.

All required markings and placards are properly installed.	
The aircraft complies with its approved flight manual, or equivalent.	
The aircraft configuration complies with the approved documentation, if applicable.	
No evident defect can be found that has not been addressed	
No inconsistencies can be found between the aircraft and the documented review of records	
All on board documentation is valid and correct e.g. CofR, CofA, AFM and supplements	
Aircraft registration markings and fireproof plate correctly installed	

* To ensure compliance the physical survey may include relevant sample checks of items – note what items were sampled, if using sampling.

Physical Survey (excluding balloons) (Guidance)*	Satis.
Fabric/Skin	
Systems and Components	
Cabin and cockpit	
Seats and Safety Belts	
Windows and Windshields	
Instruments	
Flight and Engine Controls	
Batteries	
All systems	
Engine section	
Engine – Lines, hoses and clamps	
Exhaust	
Accessories (Engine)	
Cowlings (Engine)	
Landing Gear	
Shock absorbing devices (Landing Gear)	
Linkages, trusses and members (Landing Gear)	
Retracting and locking mechanism (Landing Gear)	



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Physical Survey (Guidance)* (Cont'd)	Satis.
Hydraulic Lines (Landing Gear)	
Electrical system	
Wheels	
Tyres	
Brakes	
Floats and Skis	
Wings and centre section	
Empennage	
Propeller assembly – bolts, anti-icing devices, control mechanisms	
Radio and electronic equipment	
Wiring and conduits	
Bonding and shielding	
Antennae including trailing antennae	
Miscellaneous items	

Balloon Physical Survey (Guidance)*	Satis.
Envelope	
Registration Plate and markings	
Temperature Label	
Temperature Flag	
Grab Test	
Deflation System	
Cylinders	
PRV Due	
PPT Due	
Cylinders - Internal	
Cylinder Valves	
Cylinders – Life Limited Components	
Burner	
Burner hose & fittings	
Burner frame & fittings	
Burner valves & igniters	
Burner Life Limited Components	
Basket	
Basket floor & fittings	
Basket cables	

* This list is only to be used as a guideline. A list of all the areas surveyed should be provided. The reviewer may amend this listing to detail what areas were inspected. This should not be treated as a complete listing.