



ÚDARÁS EITLÍOCHTA NA hÉIREANN
IRISH AVIATION AUTHORITY

Form No. OPS.AIR.F.104D

Version No. 02

Issue Date: 11/06/2024

**APPLICATION FOR A NATIONAL CofA FOR
AIRCRAFT BELOW 2,730kg**

**Application for the issue or renewal of a national Certificate of Airworthiness
(Including declaration by a person holding an appropriate current aircraft maintenance engineer's
licence for the purpose of the recommendation for a national Certificate of Airworthiness)**

NOTE: The IAA may survey the aircraft for the purpose of renewing the Certificate of Airworthiness.

This form is used for making an application for the issue or renewal of a national Certificate of Airworthiness. It includes a declaration that the aircraft is airworthy and that there is no known reason why the Certificate of Airworthiness should not be issued/renewed at this time. Please complete the form in BLOCK CAPITALS.

This declaration may only be issued for aircraft holding non-EASA Certificates of Airworthiness which have a certified Maximum Take-Off Mass of 2,730kg or less.

There is no requirement to complete AWSD.F.104B.

SECTION 1: AIRCRAFT DETAILS

REGISTRATION		MANUFACTURER AND TYPE	
SERIAL NUMBER		DATE OF MANUFACTURE	
AIRCRAFT HOURS		HOURS SINCE LAST CofA	
ENGINE TYPE		ENGINE SERIAL NUMBER	
ENGINE HOURS SINCE LAST OVERHAUL		DATE OF LAST ENGINE COMPLETE OVERHAUL	
PROPELLER TYPE		PROPELLER SERIAL NUMBER	
PROPELLER HOURS SINCE OVERHAUL		DATE OF LAST PROPELLER OVERHAUL	

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

FLIGHT MANUAL REFERENCE, OR EQUIVALENT, AND REVISION		MAINTENANCE PROGRAMME REFERENCE	
MASS AND BALANCE DATA REFERENCE AND DATE		TYPE CERTIFICATE DATA SHEET OR EQUIVALENT, IF APPLICABLE (Including Revision)	
CERTIFICATE OF AIRWORTHINESS REFERENCE			

SECTION 3: MAINTENANCE DETAILS

PERSON(S)/ORGANISATIONS HAVING CARRIED OUT MAINTENANCE SINCE LAST CERT OF AIRWORTHINESS RENEWAL	
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SECTION 4: DECLARATION

I hereby declare that the aircraft as detailed above is in compliance with its approved maintenance programme AND has been inspected in accordance with this form. I am not aware of any reason why the Certificate of Airworthiness should not be issued/renewed at this time. All Airworthiness Directives and IAA Aeronautical Notices have been reviewed and complied with as appropriate.

PLACE WHERE AIRCRAFT AND RECORDS MAY BE SURVEYED BY IAA		PERIOD WHERE AIRCRAFT MAY BE SURVEYED BY IAA	
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I confirm that the aircraft complies with the following:

Airworthiness Directives up to the latest published issue	
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	
IAA approval for all modifications and repairs	
Current flight manual and supplements	
Operational requirements	
All of the above items are properly entered and certified in the aircraft continuing airworthiness record system	
Signed:	Date:
Name (print):	Licence No:
Contact Details:	

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

SECTION 5: OWNER'S REQUEST

I hereby request a new Certificate of Airworthiness for the subject aircraft.

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

Signature: _____

Postal address for Certificate of Airworthiness:



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SECTION 6: PAYMENT DETAILS

The Certificate of Airworthiness fee can be calculated using the Fees Calculator on the IAA website. 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) : _____

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 7: SUBMISSION INSTRUCTIONS

Application can be submitted to the IAA as follows:

- a) Post your completed application form to:
 - Airworthiness (non-scheduled) Division,**
 - Irish Aviation Authority,**
 - The Times Building,**
 - 11-12 D’Olier Street, Dublin 2,**
 - Ireland.**
- b) Email a scanned copy of the completed application form and attachments to awsd@iaa.ie

For queries please contact the IAA on +353 1 603 1100

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.



APPENDIX TO THE APPLICATION FOR THE RENEWAL OF A CERTIFICATE OF AIRWORTHINESS

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 IAA Aeronautical Notice G.2 reference: _____ 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 the requirements of IAA Aeronautical Notice A6.	
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 the Irish Aviation Authority (Airworthiness of Aircraft) Order, 1996, as amended.	
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.	

* 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 (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)	



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	
Antenna including trailing antenna	
Miscellaneous items	

* 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.