

Civil Aviation Authority requirements for the registration of and continuing airworthiness of an aircraft in the Cayman Islands

1.0 Introduction

The Cayman Islands Civil Aviation Authority (CAACI) maintains an aircraft register in accordance with the provisions of the Air Navigation (Overseas Territories) Order (AN(OT)O), as amended, and consequently, in order for a company or an individual to place an aircraft on the register, the applicant must first meet the eligibility requirements as stated in Article 4(3) of the Order, and then meet or satisfy a series of Airworthiness and Operational requirements.

Note 1: All references in the AN(OT)O to the Governor, means the Director General of Civil Aviation.

An applicant is cautioned, that prior to making any financial or operational commitment in respect of the acquisition of an aircraft, the applicant must receive formal acceptance by the Director General of Civil Aviation (DGCA).

The initial registration process is divided into three stages as follows:

Note 2: The CAACI operates within a published fee schedule and a policy of total cost recovery.

- (a) Due Diligence / aircraft registration / Issue of Certificate of Registration,
- (b) Certification and airworthiness compliance /Issue of Certificate of Airworthiness and
- (c) Airworthiness and operational oversight and the annual renewal of the Certificate of Airworthiness.

The policies, procedures and guidelines are as follows:

Note 3: Certified or notarized documents must be submitted in original form and the authorized certifying Officer must sign, print their name and identify the firm and location for whom they represent. Faxed copies or PDF files will not be accepted.

2.0 Due Diligence

(1) The registration process is initiated with the receipt of the "Aircraft Registration Application" (Form CAY/ADMIN/007/Issue 1) completed and signed by the beneficial owner of the aircraft or his authorized representative. The CAACI require the original document however, a faxed copy will suffice in order to initiate the Due Diligence process.

(2) A certified true copy of the Certificate of Incorporation or similar document the identifies the name of the company under which the aircraft is to be registered and/or operated shall be submitted,

(3) A transparent overview of the Company's business activities shall be submitted.

(4) Disclosure of the beneficial owner(s) of the aircraft must be provided and verified with the following documents:

- (i) A clearly legible and notarized copy (color preferred) of their passport cover page and,

(ii) Evidence of their permanent residence. ie. a copy of a drivers license and a utility bill (two documents are required)

(5) If applicable, a list of the Company Directors accompanied by a clearly legible and notarized copy of the passport cover page (color preferred) for each director.

(6) A signed declaration by the beneficial owner or an authorized officer acknowledging that the aircraft will be operated in the “Private Category”

(7) A signed declaration stating the intended use of the aircraft, who will be operating the aircraft and in what geographic areas the aircraft is to be operated. (May be combined with (6) above)

When the foregoing information has been received in an acceptable format, the CAACI legal counsel will assess it and, if deemed necessary, the Cayman Islands Financial Reporting Authority will be requested to review and verify some or all of the information provided by the applicant.

Subject to receipt of a favorable response, the applicant will be formally notified that the DGCA has accepted the aircraft on the Register.

Section 3.0 will explain the process of surveying and registration of the aircraft.

3.0 Aircraft Registration and Inspection

(1) The applicant must next submit a request for a survey of the aircraft in order to enable a CAACI surveyor to make a recommendation for the issue of a Certificate of Airworthiness. The applicant must also nominate a Technical Coordinator whose qualifications and experience must be assessed and approved by the CAACI. (Terms of Reference attached)

(2) Once the aircraft is positioned at a maintenance facility and the airworthiness records and history of the aircraft are available for inspection, the CAACI surveyor in conjunction with the Technical Coordinator will conduct an in-depth survey of the aircraft and technical records and determine if a recommendation for the issue of a Certificate of Airworthiness can be made. If there are any outstanding airworthiness issues, they must be rectified prior to C of A issue.

(3) It is expected that the Aviation Authority of the current state of register will have issued an Export C of A and the original copy is available to the surveyor. A current Aircraft Flight Manual that forms part of the C of A, must also be available for review and approval. The applicant must also provide an AFM and revision service to the CAACI for retention in the Technical Library.

(4) A maintenance schedule must also be submitted that has been developed for the specific aircraft, quoting the manufacturers serial number (MSN) and reflect manufacturer approved maintenance procedures.

(5) Acceptance of Maintenance Arrangements at a recognized maintenance facility that has been granted approved maintenance organization status by a national aviation authority such as European 145, US FAA 145 or Canadian CAR 573 approval must also be issued.

(6) The aircraft must also meet ICAO Chapter 3 noise requirements and a noise certificate is issued as part of the aircraft documentation that must be carried on board the aircraft at all times.

(7) When the applicant has met all of the forgoing requirements and the surveyor is satisfied that there are no outstanding airworthiness issues, a recommendation is made for the issue of a C of A and all other associated aircraft documents as follows: (Note: these documents are normally issued for a period of one year with the exception of the C of R).

- (i) Certificate of Registration
- (ii) Certificate of Airworthiness
- (iii) Noise Certificate
- (iv) Acceptance of Maintenance Arrangements
- (v) Maintenance Schedule Acceptance
- (vi) Radio Station Installation Approval
- (vii) Designated Airspace Approval
- (viii) Maintenance Authorization(s)
- (ix) Pilots – License Validation Certificates

(8) Prior to issuing these documents, the CAACI must first receive formal notification that the aircraft has been de-registered from the State of current register.

4.0 Continuing Airworthiness / Operational Oversight

(1) The Technical Coordinator is responsible for the continuing airworthiness of the aircraft and all associated operational matters. It is also his responsibility to ensure that the CAACI receive adequate advance notice for a request to renew the C of A. When such a request has been received, a surveyor will be assigned and all relevant airworthiness documentation passed on to him. The C of A renewal is very similar to the initial survey and a recommendation must also be made.