



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

MEMORANDUM

TO : ALL CONCERNED
FROM : DEPUTY DIRECTOR GENERAL FOR OPERATIONS
SUBJECT : AIRWORTHINESS CERTIFICATE APPLICATION DOCUMENTS
DATE : 05 SEP 2022

In line with Republic Act 11032 of 2018, the airworthiness certificate issuance substantiation is reduced to the following documents:

A. Applicant's documents:

1. Copy of the receipt of payment for the airworthiness certification;
2. Notarized application form;
3. CAAP accounting clearance;
4. Copy of the aircraft's radio station license;
5. Copy of the airworthiness and registration certificates with a copy of registration official receipt of payment (ORCR);
6. Copy of a complete weight and balance report;
7. Copy of the last aircraft, engine, and propeller log book entries, as applicable or equivalent;
8. A dated list of complied and open State of Design airworthiness directives within the previous 12 months;
9. A dated list of Time-Controlled Components showing its time remaining;
10. A dated Test Flight Report (as applicable); and
11. Insurance policy with third-party coverage.

B. Assigned inspector's documents:

1. An inspector's certification for the operator's use of the type certificate data sheet (TCDS) from the State of Design, registration identification plate presence and location, existence of the required aircraft instrument and equipment, manufacturer's manual used and its revision status, evidence of altimeter and pitot-static system inspection, and evidence of transponder, ELT and FDR/CVR system inspection test, as applicable.
2. Complete and fully accomplished Job Aids.

For your strict compliance.

By Authority of the Acting Director General:

Edgardo G. Diaz

CAPTAIN EDGARDO G. DIAZ
Deputy Director General for Operations

CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES
CERTIFIED PHOTOCOPY
(NOT VALID WITH ERASURE/ALTERATION)

M 9-5-2022
MADONNA L. OROCIO
Records Officer II
Central Records and Archives Division