



MEMORANDUM CIRCULAR NO. 017-2025

TO : ALL AIR OPERATORS AND AIRCRAFT OWNERS

FROM : THE DIRECTOR GENERAL

SUBJECT : GUIDELINES ON THE ISSUANCE OF CERTIFICATE OF
AIRWORTHINESS FOLLOWING THE FIVE-PHASE CERTIFICATION
PROCESS

DATE : 03 APR 2025

In line with the standardization initiative of the Civil Aviation Authority of the Philippines (CAAP) and to ensure thorough evaluation for the issuance of the Certificate of Airworthiness (CoA) for Philippine-registered aircraft, the following guidelines are hereby established to ensure compliance with the applicable Philippine Civil Aviation Regulations in accordance with Advisory Circular No. 00-003 – *Outline of CAAP Generic Certification Process*:

I. OBJECTIVE

These guidelines aim to outline the five-phase certification process provided in the CAAP Advisory Circular No. 00-003 - *Outline of Generic Certification Process*, and detailing the requirements and responsibilities of both the applicant and the CAAP.

II. SCOPE

These guidelines apply to all air operators and aircraft owners seeking the issuance of a Certificate of Airworthiness.

III. FIVE-PHASE CERTIFICATION PROCESS

Phase 1: Pre-application Phase

- 1.1 The applicant submits a Letter of Intent to the CAAP, indicating the intention to apply for a CoA and shall coordinate with the Airworthiness Department, Flight Standard Inspectorate Service (FSIS) for the guidance on the regulatory and documentary requirements.

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- 1.2 The AWD shall provide an overview to the applicant on the CoA issuance process, documentary requirements, inspection schedules, and other applicable regulatory compliances.

Phase 2: Formal Application Phase

- 2.1 The applicant submits a formal application to AWD, including all required documents, including aircraft records, maintenance history of the aircraft, and conformity documents.
- 2.2 The AWD will review the application and verifies the completeness and accuracy of the submitted documents.
- 2.3 The AWD assigns a certification team to oversee the application process.

Phase 3: Document Evaluation Phase

- 3.1 The certification team evaluates the submitted technical documents, including maintenance records, flights manuals, and compliance reports to verify conformity with the type design and applicable airworthiness requirements.
- 3.2 The AWD coordinates with the applicant to ensure all required documents meet regulatory standards.
- 3.3 Any deficiencies identified during this phase shall be addressed by the applicant prior to proceeding to the next phase.

Phase 4: Aircraft Inspection Phase

- 4.1 A CAAP Airworthiness Inspector has the discretion to either accept the applicant's declaration sign-off or conduct an on-site physical inspection of the aircraft to verify its condition and compliance with the regulatory requirements.
- 4.2 The inspection process includes a thorough review of the aircraft's airworthiness status, maintenance records, and equipment installation.

- 4.3 If the aircraft satisfactorily meets all necessary requirements, the AWD inspector will recommend the issuance of the CoA.

Phase 5: Certification Phase

- 5.1 Upon satisfactory completion of all preceding phases, the CAAP issues the Certificate of Airworthiness to the applicant.

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- 5.2 The applicant will be notified by the AWD of the approval and issuance of Certificate of Airworthiness.

All applicants are required to adhere to the five-phase certification process to ensure efficient and consistent issuance of Certificate of Airworthiness. The Authority will be strictly following the evaluation and inspection procedures outlined in this Memorandum Circular. Any deviations from or noncompliance with the prescribed procedures will be subject to review and may warrant appropriate corrective action.

This Memorandum Circular shall take effect after publication into a newspaper of general circulation.

For strict compliance.


LTGEN RAUL L DEL ROSARIO AFP (RET)
Director General

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