



## CHECKLIST CUM ACTION PLAN FOR REGISTRATION OF AIRCRAFT AND / OR CERTIFICATE OF AIRWORTHINESS

The following checklist is applicable for registration of an aircraft only and is additional to the requirements for an applicant for AOC/Authorisation or the addition of an aircraft to an existing AOC/Authorisation holder. This checklist is not exhaustive and is for guidance only.

Ref.:  Date:

Aircraft Type:  MSN:  Reg. Mark:

**NOTE:** 1. IN ADDITION TO ITEMS IN THIS CHECKLIST; THE OWNER/OPERATOR MUST ENSURE ADHERANCE TO BAHRAIN AIR NAVIGATION TECHNICAL REGULATIONS (ANTR) AND PROCEDURES.

2. The **PART- I** of the Checklist cum action pan shall be submitted by the Owner / Operator who intends to apply only for the Certificate of Registration. The Part II and the associated applications & checklists for the Certificate of Airworthiness shall be submitted when they are ready for Certificate of Airworthiness.

3. The **PART- I & II** and associated applications & checklists shall be submitted together by the Owner / Operator if they intend to apply and obtain both Certificate of Registration and Certificate of Airworthiness together under one process.

### PART I – CERTIFICATE OF REGISTRATION

S. #	Items	Target Date	Action By	Status Open / Close
1	A letter to CAA advising the intention to register an aircraft with full details including preferred registration mark.		Owner / Operator	
	BCAA Acceptance		BCAA	
2	Application for Registration (ALD/AIR/F008) complete in all respect and submitted. Note: The signatory must have Power of Attorney (to act on behalf of the owner) duly legalised.		Owner / Operator	
	Registration fees, I. A. W. Schedule of Charges (CAP-18)		Owner / Operator	
	BCAA Acceptance		BCAA	
3	Mass & Balance Document and the AFM page indicating the certified MTOW of the Aircraft		Owner / Operator	
	MTOW of the Aircraft			
	Mass & Balance Report			

S. #	Items	Target Date	Action By	Status Open / Close
4	<p>Airworthiness &amp; Operational history of the Aircraft:</p> <ul style="list-style-type: none"> <li>a. Country of previous registration and operation</li> <li>b. Type of previous operation</li> <li>c. Continuing Airworthiness System / Standards applied on the aircraft prior to import.</li> <li>d. Present status of maintenance compliance status of the aircraft against the standards mentioned above.</li> <li>e. Status of SB compliance (Airframe &amp; Engine)</li> <li>f. Details of STCs applied and its approval along with all relevant supporting documents.</li> <li>g. Details of modification applied (other than that mentioned above) and its approval along with all relevant supporting documents.</li> <li>h. Details of repairs carried out and its approval along with all relevant supporting documents.</li> <li>i. Details of Supplement(s) to Flight Manual.</li> <li>j. Details of Supplement(s) to maintenance data.</li> </ul>		Owner / Operator	
	BCAA Acceptance		BCAA	
5	<p>Proposal and action plan on the following by the owner / operator prior to submission of the application for Certificate of Airworthiness:</p> <ul style="list-style-type: none"> <li>a. Modification(s) through STCs</li> <li>b. Modification(s) other than STCs</li> <li>c. Repairs</li> <li>d. Maintenance / Replacements for the restoration of aircraft airworthiness state.</li> </ul>			
6	Proof of Ownership (Bill of sale): <b><u>MUST BE LEGALIZED / NOTARISED</u></b>		Owner / Operator	
	BCAA Acceptance		BCAA	

S. #	Items	Target Date	Action By	Status Open / Close
7	<p>Bill of Sale / Proof of ownership in the case of the aircraft procured from a previous owner indicating that he has received full sale proceeds and has No-objection in registering the aircraft in the name of new owner (evidence to the effect that the aircraft has been purchased or wholly owned by the applicant). Submit Form ALD/AIR/F093 along with the notarised / legalised transfer of ownership legal instrument.</p> <p style="text-align: center;">OR</p> <p>Notarised Lease Agreement in original, (Notarisation must be validated by the Bahrain Ministry of Foreign Affairs) if the aircraft acquired under the lease provisions</p>		Owner / Operator	
8	List of Board of Directors of the corporate body or undertaking		Owner / Operator	
9	Registration details of the Corporate Body / Undertaking Company.		Owner / Operator	
10	Authorisation Letter / letter of consent from the Owner (lessor / mortgaged agency) if leased / mortgaged, to Operator for the operation of aircraft.		Owner / Operator	
11	De-registration Certificate (from the previous State of Registry)		Owner / Operator	
12	C of A for Export from the previous State of Registry		Owner / Operator	
	BCAA Acceptance		BCAA	
13	Submission of lease agreements (If Applicable)		Owner / Operator	
	Lease Assessment fees, I.A.W. Schedule of Charges		Owner / Operator	
	BCAA Acceptance		BCAA	
14	Statement of non-registration or de-registration from existing State of Registry		Owner / Operator	
	BCAA Acceptance		BCAA	
15	Insurance Certificate (as per eAIP, GEN 1.2, Section-1.2.1.1.10 published under the Bahrain Aeronautical Information Management. Check with the updated eAIP)		Owner / Operator	
	BCAA Acceptance		BCAA	

S. #	Items	Target Date	Action By	Status Open / Close
16	Copy of aircraft Type Certificate Data Sheet.		Owner / Operator	
	BCAA Acceptance		BCAA	
	Issue of Letter of Type (Type Certificate) Acceptance (LoTA). Refer to Aircraft Eligibility stipulated under Chapter-3, Section-I above.		BCAA	
	Issue of LoTA		BCAA	
	Are all the STCs applied on the aircraft issued and / or bears the approval of the original State of Design issued the TCDS?		Owner / Operator	
	BCAA Acceptance		BCAA	
17	Electrical Load Analysis Report (as part of STCs or Modifications applied on the aircraft)		Owner / Operator	
	BCAA Acceptance		BCAA	
18	Aircraft Flight Manual for Bahrain CAA		Owner / Operator	
	BCAA Acceptance (BCAA accepts approved AFM from State of Design as accepted by BCAA.		BCAA	
19	Issue of Certificate of Registration.		BCAA	
20	BCAA to be allocated with access code/password to the aircraft type publications (AFM, MPD, MMEL, AMM, CMM, IPC etc)		Owner / Operator	
	BCAA Acceptance		BCAA	
21	Notifications to be sent to: ICAO (by updating and sending the IRCA list)		BCAA	
	State of Design		BCAA	
	Engine Manufacturer		BCAA	
22	Entry of Aircraft Registration in the Aircraft Registry		BCAA	
23	Invoice for fees		BCAA	

**PART II - CERTIFICATE OF AIRWORTHINESS**

<b>S. #</b>	<b>Items</b>	<b>Target Date</b>	<b>Action By</b>	<b>Status Open / Close</b>
1	C of A Application Form No.: ALD/AIR/F005 and C of A Survey Report (ALD/AIR/F006)		Owner / Operator	
	C of A fees, I.A.W. Schedule of Charges		Owner / Operator	
	BCAA Acceptance		BCAA	
2	An airworthiness review statement by an organisation approved/acceptable to Bahrain CAA recommending the issue of C of A. The statement to confirm that the aircraft current configuration complies with the ANTR Part-M AMC M.A 904(b) and ANTR-OPS 1 Subparts K & L.		Owner / Operator	
	BCAA Acceptance		BCAA	
3	Submit the AOC Application (ALD/AIR/F028)		Owner / Operator	
	Assessment fees for the issue or variation of the AOC (I.A.W. Schedule of Charges)		Owner / Operator	
	BCAA Acceptance		BCAA	
4	RVSM Application Form No: ALD/AIR/F117 (with approval certification supporting documents) (If Applicable)		Owner / Operator	
	RVSM Checklist (If Applicable)		Owner / Operator	
	BCAA Acceptance		BCAA	
5	RNAV Application, Form No: ALD/OPS/F062 (with approval certification supporting documents) (If Applicable)		Owner / Operator	
	BCAA Acceptance		BCAA	
6	SSR Mode 'S' Application Form No.: ALD/AIR/F052		Owner / Operator	
	BCAA Acceptance		BCAA	
7	SELCAL Code submission for BCAA records		Owner / Operator	
	BCAA Acceptance		BCAA	
8	Radio/Navigation System Approval for Installation Application Form No.: ALD/AIR/F094		Owner / Operator	
	Copy of Radio/Navigation System Licence from Telecommunications Regulatory Authority		Owner / Operator	
	BCAA Acceptance		BCAA	

S. #	Items	Target Date	Action By	Status Open / Close
9	Record of the most recent compass swing (If Applicable)		Owner / Operator	
	BCAA Acceptance		BCAA	
10	Flight Test Report (Production)		Owner / Operator	
	BCAA Acceptance		BCAA	
	Flight Test Report (Acceptance)		Owner / Operator	
	BCAA Acceptance		BCAA	
11	Review of the AOC application.		BCAA	
12	Sufficient pilots should be qualified, and type rated.		Owner / Operator	
	BCAA Acceptance		BCAA	
13	Submission of Operations Manual		Owner / Operator	
	BCAA Acceptance		BCAA	
14	Review of RNAV Application (If Applicable)		BCAA	
15	Minimum Equipment List (MEL)		Owner / Operator	
	BCAA Approval		BCAA	
16	Current MMEL (relevant to the accepted TCDS)		Owner / Operator	
17	Maintenance Program (including manufacturer's variation limitation)		Owner / Operator	
	BCAA Acceptance		BCAA	
18	MOE Submission		Owner / Operator	
	BCAA Acceptance		BCAA	
19	Compliance to the action plan indicated under the item no. 4 & 5 of PART-I		Owner / Operator	
20	Sufficient B1/B2 Certifying staff should be qualified and type rated.		Owner / Operator	
	BCAA Acceptance		BCAA	

S. #	Items	Target Date	Action By	Status Open / Close
21	Base maintenance provider		Owner / Operator	
	BCAA Acceptance		BCAA	
22	Tech Log/ Journey Log		Owner / Operator	
	BCAA Acceptance		BCAA	
23	Existing Noise Certificate/Application Form No. ALD/AIR/F035		Owner / Operator	
	BCAA Acceptance		BCAA	
24	Issuance of C of A		BCAA	
25	Issue of AOC		BCAA	
26	Issuance of Bahrain CAA Noise Certificate		BCAA	
27	Emission Certificate (If Applicable)		BCAA	
28	Intentional fuel venting prevention certificate (If Applicable)		BCAA	
29	Issuance of the Radio installation certificate		BCAA	
30	Issuance of RNAV (B-RNAV/P-RNAV) Certificate (If Applicable)		BCAA	
31	Issuance of RVSM Approval Certificate (If Applicable)		BCAA	
32	Invoice for fees		BCAA	