



Appendix “A” to Aircraft Importation Checklist (C of A Initial Issue)

Aircraft may be imported into Jamaica from a foreign country, provided it can be shown, and the Minister is satisfied, that the aircraft conforms to an approved type design and is in a condition for safe operation.

This appendix is made up of four parts:

Part 1: General Overview

The information is intended to provide a general overview of the importation process to a prospective applicant.

Part 2: Aircraft Data

This should be done prior to purchasing the aircraft to ensure it is eligible for importation.

Part 3: Verification of Conformity to the Type Design

This part contains a checklist that is to be completed by the applicant. Please ensure all segments of the checklist utilized are completed. Aircraft may be imported with or without an Export C of A. The JCAA inspector processing the importation request determines the degree of aircraft inspection required for import.

Part 4: Additional Airworthiness Requirements

This part identifies additional airworthiness inspection requirements for all category aircraft that must be complied with prior to the aircraft being operated.

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Part 1: General Overview

Airworthiness Requirements:

1.1 Requirements that must be met for the aircraft to be eligible for importation:

- (a) The aircraft owner must be qualified to be a registered owner as per the Jamaican Civil Aviation Regulations (JCAR's), and
- (b) The aircraft must conform to an approved type design and be in a condition for safe operation.

1.2 Aircraft to be operated commercially & added onto an Air Operator Certificate:

For aircraft that will be imported and operated commercially, additional airworthiness and operational requirements must be met prior to operation of the aircraft. Information on commercial requirements may be obtained from the JCAA.

1.3 Requirements for all aircraft to be imported:

- a) The applicant is responsible to ensure that all applicable Airworthiness Directives (ADs) are complied with and all major repairs and modifications carried out prior to importation are in accordance with approved data.
- b) The importer must provide a complete list of accomplished ADs, modifications, Supplementary Type Approvals / Certificates (STA's / STC's) as early as possible during the import process and be prepared to supply substantiating documentation upon request by the JCAA. The applicant must have access to all information required to substantiate the above.
- c) The applicant is required to provide the JCAA with the maintenance records (in English) and a detailed work report of proposed maintenance activities that are required to bring the aircraft to a condition of conformity to the certified type design and for safe operation.

Note: If any doubt exists during any importation stage, please contact the Jamaica Civil Aviation Authority.

1.4 Conformance Statement (to be completed by the aircraft owner or representative):

I hereby acknowledge and confirm that for the aircraft to be eligible for importation and issuance of a Certificate of Airworthiness, 1.1(a) and (b) above must be satisfied and acceptable to the Minister.

(check one)	Aircraft Owner	Authorized Representative
_____	_____	_____
Name (print)	Title	Date (d-m-y)
_____	(_____) _____	_____
Signature	Telephone	

Person in charge of the Import on behalf of the company:

_____	_____	(_____) _____
Name (print)	Title	Telephone

Aircraft Location for JCAA Inspection: _____

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Part 2: Aircraft Data

(To be completed by applicant)

2.1 Details from ACTUAL airframe data plate:

Attach one of the following (order of preference):

- 1) legible rub sample,
- 2) quality photograph, **or**
- 3) write details exactly as observed on data plate

2.2 Tombstone Data:

It is the applicant’s responsibility to accurately record the applicable airframe, engine, propeller, main rotor, tail rotor and auxiliary power unit descriptive data **from a visual inspection of the components specific data plate**. Other technical information may be obtained from the aircraft journey and technical logs.

Aircraft			
Manufacturer			
Model Number			
Serial Number			
Total Time Since New (TTSN)			
Total Landings Since New (TLSN)			
Country of Design & Manufacture			
Type Certificate Number / Revision			
Identify last major inspection	Type:	Date:	
Indicate if the Inspection was conducted in accordance with the manufacturer’s requirements or other maintenance			
Aircraft role prior to importation if known			
Intended aircraft role	Transport (pax)	Transport (cargo)	Aerial Work Special
Additional noteworthy Information (use additional paper as required):			

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Engine(s)				
	Engine # 1	Engine # 2	Engine # 3	Engine # 4
Manufacturer				
Model Number				
Serial Number				
Type Approval / Certificate Number				
Total Time Since New (TTSN)				
TBO (per manufacturer)				
Total Time Since Overhaul (TTSO)				
Overhauled by: (AMO/FAR145/other)				
Total Cycles Since New (TCSN)				
Total Cycles Since Overhaul (TCSO)				
Additional Noteworthy Information:				

Propeller(s)				
	Prop #1	Prop #2	Prop #3	Prop #4
Manufacturer				
Model Number				
Serial Number				
Type Approval / Certificate No.				
Total Time Since New (TTSN)				
TBO (per manufacturer)				
Total Time Since Overhaul (TTSO)				
Overhauled by: (AMO/FAR145/other)				
Additional noteworthy Information:				

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	Manufacturer	Model	Serial Number	TTSN	TTS
Additional noteworthy Information:					

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2.3 Intended means of importation (check one): a) Aircraft will be flown in with Jamaican marks 6Y- _____ or foreign marks _____ b) Surface Transportation (name of shipper): _____ c) Already in Jamaica (location): _____	
2.4 Intended importation flight route (if 2.3(a) selected): From: (city/country)_____ To: (final stop in Jamaica) _____ Via: (routing/stops) _____	
2.5 This section is to be completed by Air Operator Certificate (AOC) applicants and holders:	
Name of AOC applicant / holder:	
AOC number (if issued):	
Is the aircraft being imported of a type or model new to the operation? Yes No	
<i>Note: If the aircraft is a new type or model, additional operational requirements may be necessary. Contact the regional certification office for details.</i>	

Send the preceding completed documentation to your Principal Maintenance Inspector for aircraft eligibility verification.



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2.6 (a) Was the product type certified by the civil aviation authority of the country of design and manufacture?	Yes	No
(b) Was the country of design and manufacture an ICAO Contracting State?	Yes	No
(c) Airframe model number agree with the Type Approval / Certificate?	Yes	No
(d) Engine(s) model number agree with the Type Approval / Certificate?	Yes	No
(e) Propeller(s) model number agree with the Type Approval / Certificate?	Yes	No
(f) APU model number agree with the Type Approval / Certificate?	Yes	No
<i>Note: If the aircraft is not eligible for importation, provide details in the <u>information</u> section below. Contact the applicant to discuss the details preventing the aircraft importation.</i>		
2.7 Aircraft importation status: Eligible Not Eligible Applicant has been advised by the JCAA: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Inspector Signature / No. _____ Date (d-m-y) _____ </div>		
Information:		

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Part 3: Verification of Conformity to the Type Design

Note: Questions regarding the importation standard may be made through the JCAA office. It will be the responsibility of the applicant to ensure that all import requirements identified in the applicable Jamaican Civil Aviation Regulations have been complied with prior to making an application for a Certificate of Airworthiness.

METHOD OF IMPORT (check one):

Aircraft is being imported with an Export Airworthiness Certificate (EAC).

Note: An EAC is NOT a flight authorization. A valid flight authorization is required prior to any flight.

Aircraft is being imported without an Export Airworthiness Certificate (proceed to 3.3).

Checklist

(To be completed by applicant)

Applicant	CAA
<p>3.1 The EAC (if applicable) was issued by the Civil Aviation Authority of (check one):</p> <p>a) Canada, the United States, or a state that is a member of the European Joint Aviation Authority (JAA) for aircraft manufactured to the Joint Aviation Requirements (JARs),</p> <p>b) the country of manufacture for an aircraft which has been previously type certified in Canada, the United States, or in a JAA member state for aircraft manufactured to the JARs (name of country: _____), or</p> <p>c) other country _____ (proceed to section 3.3)</p>	
<p>3.2 (a) Is the EAC (if applicable) certified by an authorized representative of the civil aviation authority of the country of export?</p>	Yes No n/a
<p>(b) Does the EAC (if applicable) include a certification that the aircraft conforms to the type design specified in the Type Certificate of one of the countries listed in section 3.1 (a) or (b) above?</p>	Yes No n/a
<p>3.3 Has an annual (or equivalent) inspection been accomplished on the aircraft within the past 3 months? Describe: _____</p> <p>_____</p>	Yes No n/a

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Applicant			CAA
<p>3.4 Is the technical history of the aircraft sufficient and continuous?</p> <p>Note 1: <i>“Sufficient” in relation to technical history means, a maintenance release for each task completed within the preceding year, and technical records in sufficient detail to enable a <u>determination</u> of the following:</i></p> <ul style="list-style-type: none"> identity of the aircraft; identity of each installed engine; identity of each installed propeller / rotor; identity and airworthiness status of each installed serialized component; time remaining to next scheduled tasks on the maintenance schedule; times for each life-limited part installed has not been exceeded. <p>Note 2: <i>Aeronautical products imported from a country not requiring certain identification data will require the identification data be installed prior to acceptance.</i></p> <p>Note 3: <i>If the technical history of the aircraft lacks continuity or, in the opinion of the Minister, does not contain sufficient data regarding the maintenance of the aircraft, engines, or other aeronautical products, disassembly, inspection and/or overhaul will be required as well.</i></p>	Yes n/a	No	
<p>3.5 Have all major repairs and modifications been approved or accomplished in accordance with data acceptable by the Minister?</p> <p>Note: <i>The applicant must verify that the accompanying technical records include certifications and approvals for <u>all</u> embodied major repairs and / or modifications and provide a list of such repairs and modifications to the JCAA prior to importation.</i></p>	Yes n/a	No	
<p>3.6 Have all applicable Airworthiness Directives (or equivalent notices) from the State of Manufacture and / or Design been complied with?</p> <p>Note: <i>The applicant must provide a list of such ADs to the JCAA prior to importation (signed by a company representative), with a statement verifying that the accompanying technical records include certifications of compliance for <u>all</u> applicable Airworthiness Directives (or equivalent notices).</i></p>	Yes n/a	No	
<p>3.7 Has a report detailing the work completed been submitted with the Certificate of Airworthiness application?</p>	Yes n/a	No	
<p>3.8 Is the aircraft cabin in an approved configuration?</p> <p>Note: <i>Review against the type design and approved drawings.</i></p>	Yes n/a	No	
<p>3.9 Is the airframe, engine(s) and propeller(s) free of corrosion.</p>	Yes n/a	No	

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3.10 Are all aircraft systems, engines, propellers and controls functioning properly and to manufacturer's specifications?	Yes n/a	No	
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Part 4: Additional Airworthiness Requirements

(To be completed by applicant)

This part identifies additional airworthiness inspection requirements for all category aircraft that must be complied with prior to the aircraft being operated.			CAA
4.1 Are all required placards for the aircraft installed and in English?	Yes n/a	No	
4.2 Was the aircraft previously maintained in accordance with an <u>Approved Maintenance Schedule</u> ? Describe: _____	Yes n/a	No	
4.3 Is the maintenance schedule that the aircraft will be maintained to, the same as the previous maintenance schedule?	Yes n/a	No	
4.4 Bridging check: If the previous maintenance schedule was different from the maintenance schedule the aircraft will be maintained to, have the aeronautical product times been transferred and approved?	Yes n/a	No	
4.5 Is the proposed <u>Approved Maintenance Organization</u> approved to maintain the aircraft?	Yes n/a	No	
4.6(a) Has a Journey log/technical log and separate logbook for the airframe, each installed engine, and each variable pitch propeller been established?	Yes n/a	No	
(b) Have entries into the technical records been accurate, legible and permanent?	Yes n/a	No	
(c) Where a person has altered an entry on the technical record for the purpose of correcting the entry, has it been done in a manner that the underlining information remains legible?	Yes n/a	No	
(d) If the owner of the aircraft keeps the technical records as electronic data, has the electronic data system been approved?	Yes n/a	No	
(e) Have all the technical records that relate to the aeronautical product been transferred to the new owner?	Yes n/a	No	
4.7(a) Is a Weight and Balance report together with an equipment list which includes the weight and moment arm of each item of equipment not forming part of the type design available?	Yes n/a	No	
(b) Except where otherwise provided under the terms of a fleet empty weight and balance program, has the large aircraft been re-weighed and an updated report prepared within the past 5 years?	Yes n/a	No	

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Applicant Declaration: To the best of my ability the information contained in the checklist is true and accurate.

Name of applicant / representative (print) Signature

Date (d-m-y)

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Aircraft inspected by JCAA

Additional work accomplished as required by above inspection (additional worksheets attached)

Aircraft qualifies for C of A: Yes No

If no, the inspection has been rescheduled for: _____

Date (d-m-y)

Aircraft re-inspected (d-m-y) _____ if applicable.

Remarks:

Inspector / No. (above requirements verified)

Date (d-m-y)