



TECHNICAL GUIDANCE MATERIAL

for

RENEWAL OF A CERTIFICATE OF AIRWORTHINESS

SUBJECT: TECHNICAL GUIDANCE MATERIAL RENEWAL OF A CERTIFICATE OF AIRWORTHINESS

EFFECTIVE DATE: 28 November 2025

1. APPLICABILITY

This guidance document has been developed for use by aircraft owners and operators and approved organisation's for SACAR Part 21

PURPOSE

Technical guidance material details the minimum requirements for information for the renewal of a certificate of airworthiness

2. REQUIREMENTS

This technical guidance material's intent is to guide the applicants and approval holders on how to comply to the requirements of SACAR Part 21.

3. REFERENCE

- i. Part 21 of the Civil Aviation Regulations (CAR) of 2011 as amended.

4. LIST OF DEFINITIONS AND ABBREVIATIONS USED IN THIS DOCUMENT

5.1. Definitions

TERMINOLOGY	DESCRIPTION
Accept	Means the acknowledgement by SACAA that an item or plan should lead to compliance.
Aircraft	Means an aircraft as defined in the Act, including its engine, propellers, rotor, components, parts, equipment, instruments, accessories, and materials.
Applicant	Means the person/organization that is the legal entity on whose behalf the application was made.
Approve	Means to make formal acknowledgement that a product or document meets the regulations and requirements.

5.2. Abbreviations

ABBREVIATION	MEANING
E: ASO	Executive: Aviation Safety Operations
M: ARI	Manager Aircraft Registration & Inspection
SACAA	South African Civil Aviation Authority
SACAR	South African Civil Aviation Regulations
SM: AW	Senior Manager: Airworthiness

5. GENERAL

5.1 BACKGROUND

- 5.1.1 The technical guidance material contained herein is intended to assist the SACAA in fulfilling its obligations under Annex 8, in relation to the continuing validity or the renewal of a Certificate of Airworthiness. Annex 8, Part II, Chapter 3, 3.2.3 specifies that a Certificate of Airworthiness shall be renewed or shall remain valid, subject to the laws of the State of Registry, provided that the continuing airworthiness of the aircraft shall be determined by a periodical inspection at appropriate intervals having regard to lapse of time and service or, alternatively, by means of a system of inspection approved by the State which will produce at least an equivalent result.
- 5.1.2 The SACAA has opted to control the validity of the Certificates of Airworthiness by a predetermined period of validity which can be renewed. The period concerned is limited to one year. Renewal is subject to a determination of continuing airworthiness by the SACAA, either by direct inspection or on receipt of a recommendation from an approved AMO.

5.2 CONTINUING VALIDITY OF A CERTIFICATE OF AIRWORTHINESS

- 5.2.1 Regardless of the period of validity shown on it, failure to comply with any of the following will invalidate the Certificate of Airworthiness.
- The aircraft remains in conformity with the type design aspects of the appropriate airworthiness requirements (type certificate).
 - Modifications or repairs completed in accordance with procedures and methods approved by the Director
 - Replacement components, parts, equipment, or material are in accordance with the design requirements and installed in accordance with any prescribed procedures
 - All markings and placards included in the approval of the type design by the SA-CAR Part 47 should be present
 - In addition to the information specified in SA-CAR Part 21, 43, 91 and the applicable approved commercial category, the flight manual includes any changes made mandatory by the SACAA as required by SA-CAR Part 91 as applicable
 - If the aircraft has been released to service with any airworthiness significant systems, components or equipment unserviceable, this is in compliance with a minimum equipment list (MEL) or similar document approved by the Director.
 - If the aircraft has been released to service with any structural parts missing, this follows procedures approved by the Director; (Note. - Information of this nature is sometimes included as a configuration deviation list in the flight manual.)
 - Unrepaired damage is within limits acceptable to the Director (reference should be made to the structural repair manual for the aircraft type concerned to determine acceptable limits)

- i. The aircraft has been correctly maintained in an airworthy condition, including (Note. - Part 121; 135 and 127 require operators of commercially operated aircraft to provide an aircraft maintenance program, approved by the Director, containing maintenance tasks and intervals at which these tasks are to be performed.)
- j. If the aircraft is the subject of a reliability program, including in particular engine trend monitoring, corrective action has been instituted to rectify any adverse trends
- k. It complies with any Airworthiness Limitations and certification maintenance requirements at the prescribed Intervals
- l. It complies with all Airworthiness Directives, modifications and inspections declared mandatory by the Director (Note. - The responsibilities in relation to continuing airworthiness requirements of this nature are contained in CATS 43.02.8(3))
- m. That those parts of the aircraft that have an ultimate service life limit declared by the organization responsible for the type design or the SACAA has not exceeded their approved lives (Note. - Aircraft maintenance manuals prepared in the format required by the Air Transport Association of America Specification Number 2200 (ATA 2200), formerly Specification 100 (ATA 100) contain this information in Chapter 5. For some older aircraft types, this information may sometimes be published in the flight manual or Type Certificate Data Sheet
- n. Conformity of the aircraft mass and balance data with the requirements of the SACAA, including re-weighing if appropriate and/or compliance with a system for recording progressive mass and balance change; and
- o. Conformity of the aircraft records with the requirements of the SACAA, which must at a minimum meet the requirements of regulations as applicable

5.3 RENEWAL OF THE CERTIFICATE OF AIRWORTHINESS

- 5.3.1 The following paragraphs set out the acceptable process for the periodic renewal of the Certificate of Airworthiness by the SACAA.
- 5.3.2 The periodic renewal is intended to ensure that the SACAA is able to discharge its Annex 8 continuing airworthiness responsibilities by imposing a finite calendar life on the Certificate's validity, typically one, year, thereby requiring direct involvement by the SACAA in the form of sample inspections of the aircraft and its supporting documentation, in order to assure itself that the aircraft continues to remain in compliance with the applicable airworthiness requirements. Once satisfied, the SACAA will renew the validity of the Certificate for a further period.
- 5.3.3 The renewal of a Certificate of Airworthiness is facilitated through the approved AMO by making renewal recommendations to the SACAA. There after the SACAA renews the period of validity of the Certificate on receipt of a satisfactory recommendation. In this case the approved organizations themselves are subject to periodic audits by the SACAA to ensure that they are correctly discharging their responsibilities. (Note. – Guidance on the content of an application form for the renewal of a Certificate of Airworthiness by the SACAA is given in Appendix 1.) / Section A
- 5.3.4 The procedures developed for the renewal of a Certificate of Airworthiness covers the following requirements:
 - a. The applicant is required to make an application for renewal 60 days before the expiry and to provide the necessary information.
 - b. All relevant records of previously completed maintenance and flight tests should be made available for inspection by the SACAA.
 - c. All work for the maintenance of airworthiness of the aircraft should have been carried out under the supervision of appropriately licensed aircraft maintenance personnel or the personnel should have authorization issued by the holder of an AMO approval with an appropriate rating issued in terms of SA-CAR part 145, to certify maintenance within the scope of such approval or of an organization approved by, or acceptable to, the Authority and should be carried out in a proper manner and in conformity with the requirements, specifications, drawings and instructions relating to the approved design of the subject aircraft;

- d. Full particulars of the work accomplished should have been entered in the appropriate logbooks and a maintenance release should be issued.
- e. The mass of the aircraft should have been determined as per the regulation SA-CAR Part 91.07.11 read together with SA-CAR 43.02.7; and
- f. Any ground or flight tests as required by SA-CAR Part 21.08.5 should have been completed.

5.3.5 The applicant for renewal of a Certificate of Airworthiness is required to provide the following documents for SACAA review: (The application form CA 21-03 is available on the SACAA website)

- a. The certificate of Airworthiness renewal application form CA 21-03
- b. Currency fee payment record as stipulated in Part 187
- c. A copy of the annual maintenance review report and supporting attachments giving brief details of the work done since the issuance or the last renewal of the Certificate of Airworthiness. The report referred to is designated the number CA 43-02/CA 43-03/CA 43-05.
- d. A valid Certificate of Release to Service.
- e. Mass and Balance report
- f. Flight Folio
- g. Valid Radio Station License or proof of payment
- h. Certificate of Registration
- i. Last Issued Certificate of Airworthiness
- j. Logbook entries with entries of all the maintenance and inspections carried out since the last issuance/renewal of the certificate of airworthiness:
 - i) Record or work accomplished since the last renewal/issue of certificate of airworthiness
 - ii) Record showing details of major maintenance checks carried out or since the last renewal of the certificate
 - iii) Airworthiness directives, service bulletins and any other requirements made mandatory by the Director.
 - iv) Any major modifications or major changes incorporated since the Certificate of Airworthiness was issued or last renewed Status report

Note: The application form and copy of the renewed certificate of airworthiness package must be kept in the record file of the aircraft at the SACAA

5.4 RECEIPT OF THE APPLICATION

- 5.4.1 Ensure that all the documents have been submitted and are completed in full, current, and that they are legible.
- 5.4.2 The application package must be sent to SACAA.
- 5.4.3 The applicant will be informed via e-mail of the inspector assigned to the task and with whom they may liaise regarding the renewal of the certificate of airworthiness.
- 5.4.4 Discussions pertaining to the application must be limited to the applicant/registered owner or operator of the aircraft.

5.5 EVALUATE THE APPLICATION PACKAGE.

- 5.5.1 Based on the initial cursory review of the application package, a decision must be made whether to continue with the renewal process.
- 5.5.2 Upon receipt of the application package, the Inspector must initially review it and decide of its acceptability within 30 working days. To avoid delays, applicants are advised to submit their application 60 days before the expiry date of the certificate.
- 5.5.3 The review determines whether the submitted aircraft documents meet the requirements of the regulations.
- 5.5.4 Where the package is found to be unsatisfactory, the Director may require an in-depth review of the aircraft and its documentation by an inspector, and this shall be done at the cost of the applicant.
- 5.5.5 If the package is found satisfactory, the Director may renew and issue the certificate.
- 5.5.6 The client will be informed of the outcome, and a copy of the certificate may be dispatched by mail.

5.5.7 The timeframe stipulated in the SLA shall always be observed.

Note: The certificate should be renewed only if the aircraft complies with all applicable airworthiness requirements including all maintenance tasks established by the regulatory framework.

5.6 PACKAGE RETENTION

The SACAA shall retain the C of A package on file for the period the aircraft remains active on the register.

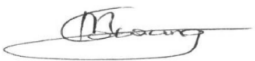
5.7 RESPONSIBILITY OF THE OWNER OR OPERATOR

The owner or operator is responsible for continued compliance with SACAA regulations, authorisations, limitations, and provisions of its Certificate.

5.8 ENQUIRIES

All C of A issuance related enquiries may be forwarded to the Airworthiness Department – Aircraft Registration and Inspection.

6. AUTHORISATION

DEVELOPED BY:		
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