



SECTION:	AIRWORTHINESS FORMS	AWF-COR-003
TITLE:	AIRCRAFT DELIVERY CHECK LIST	

The following check list is to guide Inspectors (herein after referred to as Principal Inspector or “PI”) and Aircraft Registry Administrative Assistants (herein after referred to as AR Admin Assistant) during aircraft delivery and its registration process as well as initial issue of the aircraft Certificate of Registration (COR) and Certificate of Airworthiness (COA).

The PI is required to ensure that application for registration of aircraft and required documents are submitted and completed in accordance with the applicable provisions of CAR PART V, Chapter 1. In addition, the PI shall also perform a physical evaluation of aircraft, its maintenance records and approved technical data, as applicable.

The AR Admin Assistants’ responsibility is to prepare and print out the certificate of registration and Certificate of Airworthiness subject to the request of the Principal Inspector.

Note: The PI shall not proceed with the aircraft delivery if applicant for aircraft registration does not comply in advance with the above-mentioned regulations and herein listed requirements. This checklist may be given to the aircraft Operator to provide guidance on the aircraft delivery and its registration process.

Part A: Delivery Details

E-application Ref. No (if applicable): _____

Operator/Organisation:			
Place of Delivery:			
Aircraft Type:		Manufacture Serial No.:	
Assigned Registration Mark:		Certificate of Registration No.:	
Assigned Mode S Code (Hex):		Certificate of Airworthiness No.:	
Noise Certificate No.:		Airworthiness Review Certificate No:	

Part B: Pre-Delivery Requirements

The following are required before delivery can take place.

Insp.	Required Documents		Provided by
1	UAE Type Certificate Validation: (If Applicable Provide Copy)		GCAA
	Certificate Number:	Date:	



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Part C: Certificate of Registration

The following are the documents that are required for issuing the Certificate of Registration.

Insp.	Required Documents				Provided by
1	Copy of aircraft registration on-line application and original signed Form AWF-COR-002				Operator
2	Certificate of Registration Fees (<i>Provide Copy of GCAA Invoice</i>)				Operator
	MTOM:	AFM MTOM Page:	Paid Fees:		
3	One Time Payment Certification Fees for first time registry - refer to Information Bulletin 14/2006. (<i>Provide Copy of GCAA Invoice</i>)				Operator
	30,000 AED	60,000 AED	Not Applicable		
4	Certified true copy of Bill of Sale and evidence of signing authorities				Operator
	Signed Date:				
5	Certified true copy of Lease Agreement and evidence of signing authorities				Operator
	Date of Issue:		Date of Expiry:		
6	Certified true copy of Mortgage Agreement and evidence of signing authorities (<i>if applicable</i>)				Operator
	Date of Issue:		Date of Expiry:		
7	Certified true copy of Sub-lease Agreement, authorization of owner to sub-lease aircraft and evidence of signing authorities (<i>if applicable</i>)				Operator
	Date of Issue:		Date of Expiry:		
8	Certified true copy of Security Assignment Agreement and evidence of signing authorities (<i>if applicable</i>)				Operator
	Date of Issue:		Date of Expiry:		
9	Certified true copy of Trust Agreement, evidence of signing authorities and notarised trustee (s) affidavit confirming that the aircraft title has been transferred to the to the respective trustee (s) (<i>if applicable</i>)				Operator
	Date of issue:		Date of Expiry:		
10	Aircraft Maintenance Agreement (<i>if applicable</i>)				
	Date of Issue:		Date of Expiry:		
11	Aircraft Insurance Certificate/Policy				Operator
	Date of Issue:		Date of Expiry:		
12	Certified true copy of Articles of Incorporation of the Company of aircraft owner and evidence of signing authorities (<i>as applicable</i>)				Operator
13	Certified true copy of Evidence of company Registration Certificate of aircraft owner (<i>if applicable</i>)				Operator



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Insp.	Required Documents		Provided by
14	Photocopy of aircraft owner's passport and valid UAE residence visa (if it is not a incorporated company)		Operator
15	Original notarised power of attorney or original notarised documentary evidence of aircraft owner's authorisation in favor of operator to submit E-services registration application and register aircraft at the GCAA (<i>the AW inspector shall stamp, date and sign a photocopy of this document as original seen. This photocopy signed by the AW inspector shall be provided to the GCAA for records</i>)		Operator
16	Nationality and Registration Marks painted on Aircraft (<i>Provide Photographic Evidence</i>)		Operator
17	Nationality and Registration Marks on Fireproof metal plate (Located near main aircraft cabin entrance) (<i>Provide Photographic Evidence</i>)		Operator
18	De-registration Certificate from the State of Registry or Certificate of Non-Registration		Operator
	Date of Issue:		
19	Certified true copy of No objection letter/certificate from lien holders (<i>if applicable</i>)		Operator
20	IDERA Letter to be countersigned and filed by the GCAA - if aircraft owner and operator are not the same parties		Operator
	Date of Issue:		
21	Aircraft owner authorisation in favour of operator to file and sign IDERA on his behalf (<i>if applicable</i>)		Operator
22	Certificate of Registration		GCAA
	Date of Issue:		

Regarding The Cape Town Convention – Protocol Specific to Aircraft Equipment:

If there are aircraft interests registered at the International Registry, the parties who have interests on the aircraft shall submit e-services application (s) to request a UAE Authorising Entry Point (AEP) code. The UAE AEP code shall be entered on the International Registry system as part of the process to discharge aircraft interests. For further information, please refer to Section 1.5 of CAR Part V Chapter I.

Pursuant paragraph 1.5.8 of CAR Part V Chapter I and Section 12 of the Regulations and Procedures of the International Registry, a registration or discharge of interest (s) effected in violation of the terms of a designation under the above referred regulation, without a UAE AEP code, is invalid.



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Part D: Certificate of Airworthiness

The following are the documents that are required prior to issue of the Certificate of Airworthiness.

Insp.	Required Documents				Provided by
1	Status List /compliance statement of SSIP (Structure Special Inspection Program)and records (For used aircraft only)				Operator
2	Status List of CPCP (For used aircraft only)				Operator
3	Status of Repairs (Open/Closed)				Operator
4	Status List/report of "Hard Time" Component Installed and life remaining and records review to original certificate				Operator
5	Status List/compliance statement of Maintenance and compliance with the latest Approved Maintenance Program (For used aircraft only)				Operator
6	Copy of Certificate of Airworthiness on-line application submitted through e-services and original signed Form AWF-COA-001				Operator
7	Certificate of Airworthiness Fees (Refer Information Bulletin 14/2006) (Provide Copy of GCAA Invoice)				Operator
	MTOM:	AFM MTOM Page	Paid Fees:		
8	Noise Certificate (if applicable) and signed Form AWF-NOS-001 (Include copy of AFM or Equivalent)	Certificate No:		Date of Issue:	GCAA
9	Radio License Supporting Data				Manufacturer
10	Weight & balance report				Manufacturer /Operator
	Date of Issue:				
11	Test flight report (If Applicable)				Manufacturer /Operator
1	Date of Issue:				
12	Aircraft Seat Configuration and Essential Safety Equipment List. Note: Could be combined document				Manufacturer/ Operator
13	Airworthiness Directive Status List				Manufacturer /Operator
14	Modification Status List				Manufacturer /Operator
15	Compliance with Standards for Extended Range Operation (ETOPS),RVSM, RNP (1, 5, or 10 as applicable) BRNAV & MNPS. (If Applicable)				Manufacturer/ Operator
16	Concession and Deviation from standards (if applicable)				Manufacturer
	Number of Concessions:				



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Insp.		Required Documents				Provided by	
	17	Emergency Exit Signs and Safety Related Placards for Passengers and Emergency Crew in Arabic and English (refer to CAR-OPS 1.740 or CAR-OPS 3.740)				Operator/GCAA	
	18	GCAA Waivers <i>(If Applicable)</i>				GCAA	
		Certificate of Waiver Reference:					
	19	Certificate of Airworthiness for Export <i>(if applicable)</i>				State of Registry	
		Date of Issue:					
	20	Airworthiness Review Certificate <i>(if applicable)</i>				GCAA	
		Date of Issue:		Date of Expiry:			
	21	Certificate of Airworthiness Issuance Check List Form AWF-COA-003				Operator/GCAA	
	22	Compliance list with GCAA CARs, CAR Ops 1-3 Sub-Part K & L , Form AWF-COR-004				Operator/GCAA	
	23	Radio License				Operator/ Telecommunicat ion Regulatory Authority (TRA)	
		Date of Issue:		Date of Expiry:			
	24	Certificate of Airworthiness				GCAA	
		Date of Issue:					

Part E: Delivery Closure Requirements

Insp.	Required Documents				Provided by
1	This aircraft was delivered by "Direct delivery process"				GCAA
2	E-mail memo to PFOI confirming A/C compliance or non-compliance with RVSM, RNP (1, 5, or 10 as applicable) BRNAV & MNPS.				GCAA
3	Send all GCAA issued aircraft Certificates by e-mail to acregistry@gcaa.gov.ae and by fax on: +971 4 2820847				Operator/ Manufacturer
4	<p>Note: The applicant shall upload in e services- all documents listed in this check list including copies of the certificates issued for the aircraft: COR, COA, ARC, Radio License and Noise certificate.</p> <p>Documents to be delivered to GCAA (original): -</p> <ul style="list-style-type: none"> - Copy of power of attorney from aircraft owner (s) or any submitted evidence of aircraft owner's authorisation in favour of Operator to submit E-services application and register aircraft in the UAE signed by Principal Inspector as original seen. - The authority given to the person signing the Owner's POA in favour of Operator to submit E-services application, 				operator



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Insp.	Required Documents	Provided by
	<ul style="list-style-type: none"> - The CTC of NOC/consent letters of the owner and the mortgagee, as applicable, and - The evidences of signing authorities of the NOC/consent letters. 	
5	Process aircraft documents for filing and electronic archiving.	GCAA

Submitted by:

For Direct Delivery:	
Name of Operator Representative:	
Date:.....	Signature:
Verified By:	
IACE Name:	

For Other Deliveries:	
Name of Inspector:	
Date:.....	Signature:
Comments:	

Part F: Check List Guidance and Instructions**Note: All relevant GCAA personnel shall place tick/check mark in appropriate checkbox.****Note: Y = Yes and N/A = Not Applicable****1. Guidance and Instructions of Part A**

1.1 Ensure that the entries reflected in part A are identical to those entered on the applications submitted by the operator and the certificates issued by the GCAA.

1.2 Ensure that the assigned Mode S code is programmed on the aircraft.



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2. Guidance and Instructions of Part B

- 2.1 All manuals referenced shall be submitted to the GCAA for review and approval at least two months prior to aircraft delivery.
- 2.2 The operator shall demonstrate to the GCAA that it has an approved AMO which supports both Line and Base maintenance functions. A valid contract shall be submitted to the GCAA for review in this regard.
- 2.3 Co-ordinate with Flight Operations to ensure that the issued Ops-Specs which authorize RVSM, RNP operations coincide with the Memo sent by the Principal Inspector.

3. Guidance and Instructions of Part C

- 3.1 Ensure that the calculation of Certificate of Registration Fees is in accordance with Information Bulletin 14/2006 and the Maximum Takeoff Mass (MTOM) submitted by the applicant.
- 3.2 Cross-reference and confirm that the MTOM reflected in the Certificate of Registration Application Form [AWF-COR-002](#) is identical to the MTOM reflected in the Aircraft Flight Manual.
- 3.3 Ensure that documents referred to item 1 through 17 have the correct aircraft Manufacture Serial Number.
- 3.4 Ensure that the aircraft Insurance Policy/Certificate reflects the aircraft registration mark, valid expiry date, and third party legal liability coverage. Ensure that the aircraft insurance Policy/Certificate complies with Information Bulletin No. IB 06/2010 on Minimum Insurance Requirements in the U.A.E. and latest revision of the UAE Aeronautical Information Publication (AIP).

4. Guidance and Instructions of Part D

- 4.1 Ensure that documents referred to item 1 through 19 have the correct aircraft Manufacture Serial Number and the assigned registration marks (*if applicable*).
- 4.2 Verify that the radio frequencies reflected in the document referred to in item 17 (*Radio License*) issued by the Telecommunication Regulatory Authority (TRA) is identical to the radio frequencies reflected in document referred to in item 4 Radio (*License Supporting Data*) issued by the manufacturer.
- 4.3 Ensure/Verify that any defect recorded or raised in the Test Flight Report following the aircraft Test Flight has been cleared/rectified, and all corrective actions have been documented and rectified per approved technical data.
- 4.4 Aircraft Seat Configuration shall reflect all emergency equipment fitted to the aircraft along with the location and quantities.



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- 4.5 The PI is required to obtain the latest Airworthiness Directives using ASPM Procedure AWP-21 Airworthiness Directives.
- 4.6 Verify that the Airworthiness Review Certificate is correctly dated to reflect a validity of one year.
- 4.7 Verify that the aircraft Flight Manual has been accepted by GCAA Flight Operations.